Transitory Registration Agency (TRA)
Registrant User Guide

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SUMMARY

First step..... HOW TO LOGON

Chapter 1 ..... ISAN CREATION

Chapter 2… .....ISAN QUERIES & UPDATE

Chapter 3..... V-ISAN CREATION

Examples:

V-ISAN for a Blu-ray
V-ISAN for a linguistic version
V-ISAN for a censored version of AV content
V-ISAN for a specific broadcast

Chapter 4..... PENDING RESOLUTION

Chapter 5..... SERIAL WORKS

Chapter 6 .....COMPILATION

Chapter 7 ..... INACTIVATION

Chapter 8 .....INDEV ISAN

Chapter 9 .....BARCODE

First Step: HOW TO LOGON

Upon successful completion of your client account registration process, you receive 3 usernames and passwords.

1 – *username*.main login

.main user enables you:

- To maintain your client account
- To perform searches

2 – *username*.query login

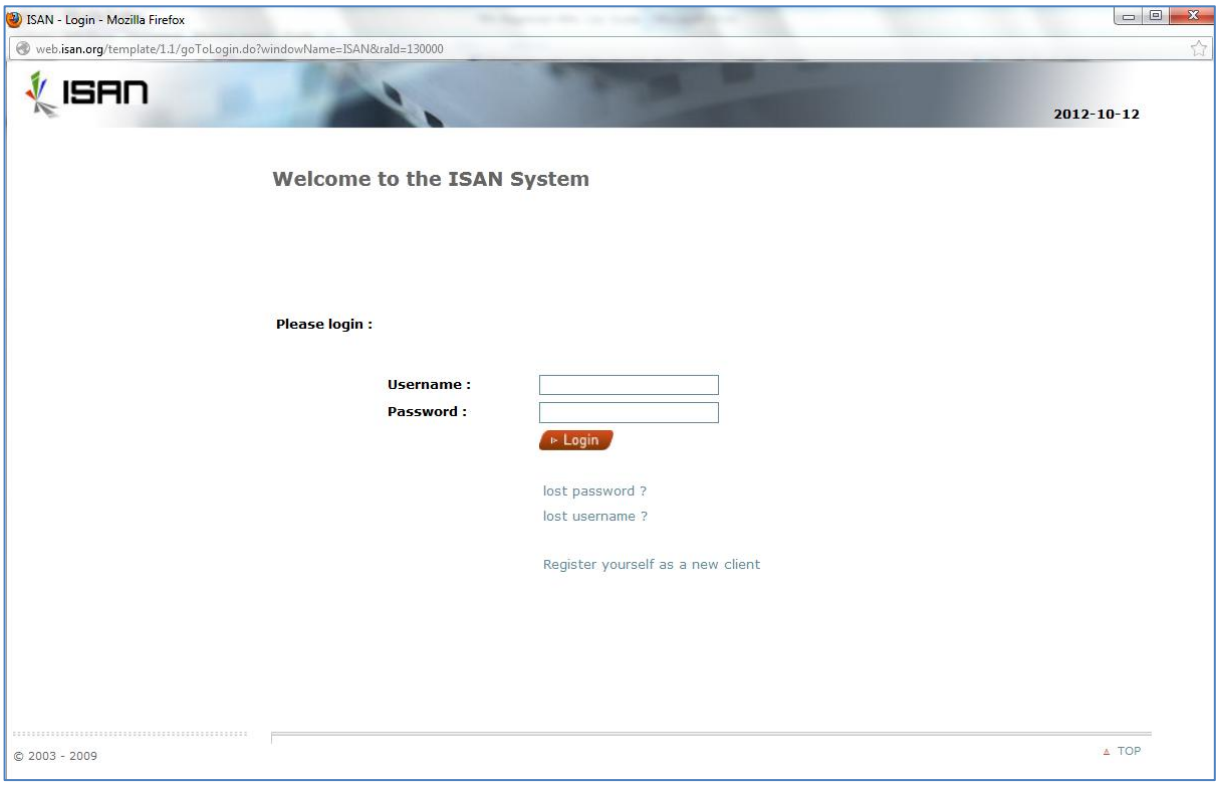
.query user enables you:

- To perform searches

3 – *username*.update login

.update user enables you:

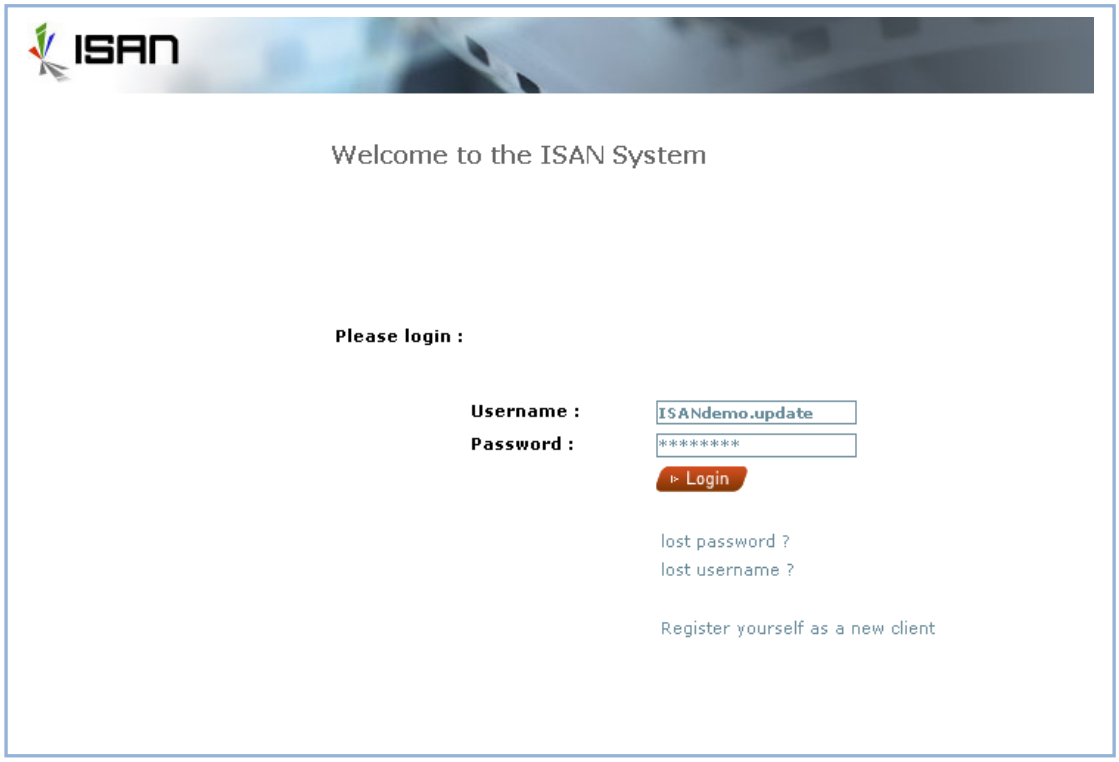
- To maintain your client account
- To have access to the various ISAN System Service functionalities (including requesting ISANs and performing searches).



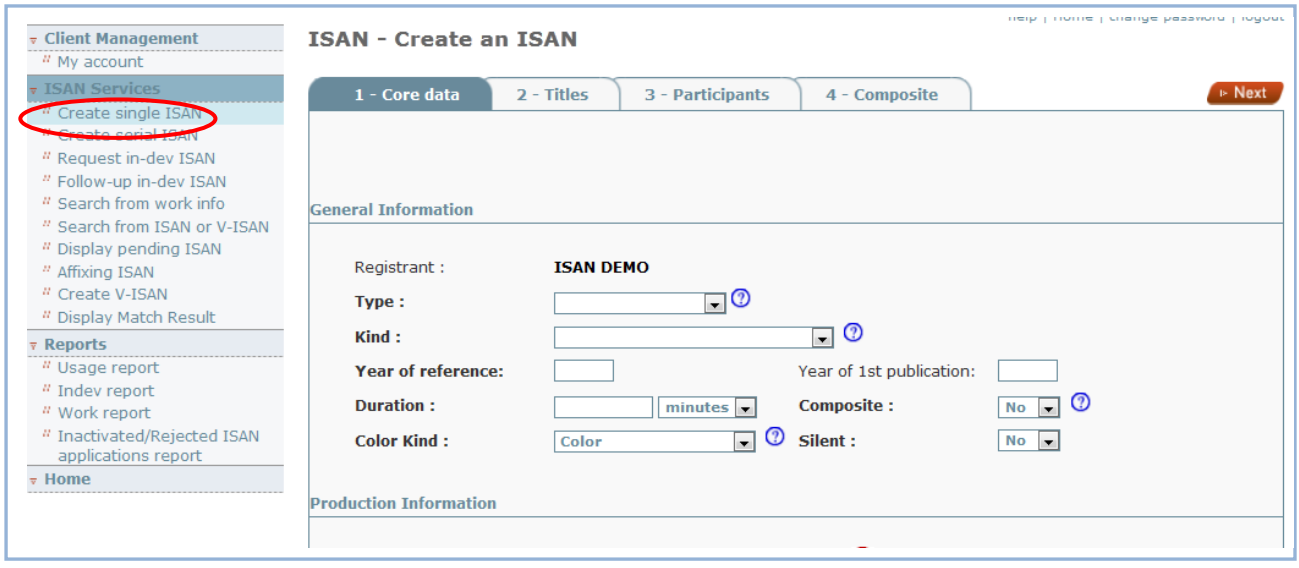
ISAN DEMO : 1 - ISAN CREATION

ISAN : International Standard Audiovisual Number. The unique number allocated for the unique identification of an AV Work, in accordance with the ISO 15706-1 standard and the ISAN Terms of Use.

Use the *xxx.update* user to log onto the system



Select in the menu « **create single ISAN** »



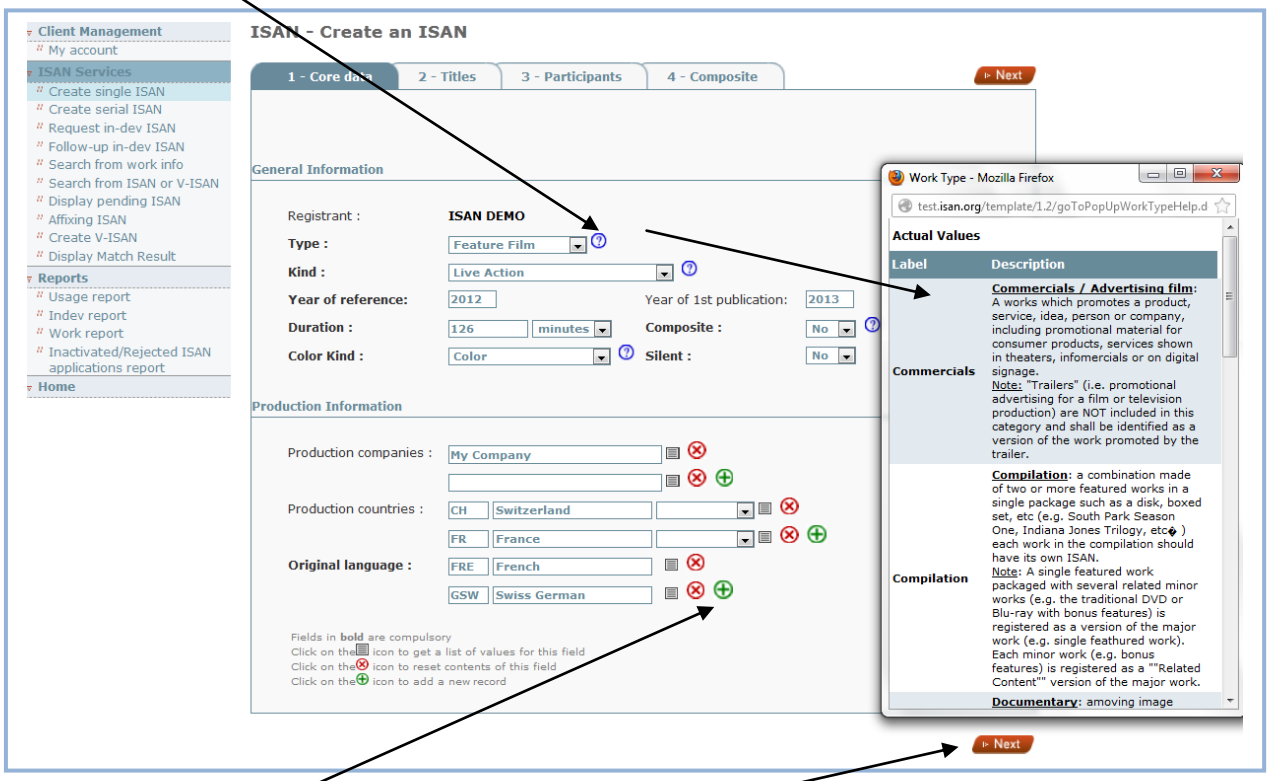
*If you create an ISAN for a **serial work**, please refer to **ISAN DEMO: 5 – SERIAL WORKS***

***Serial work definition** : Audiovisual work produced in individual episodes or parts which bear a relationship to each other and (usually) a common title for the whole series. Not to be confused with the work type Series (SE) - Dramatic & Comedy Series, Serials, "Soaps".*

Complete as much information as possible for a better identification of your work, on all pages.

ISAN DEMO : 1 - ISAN CREATION

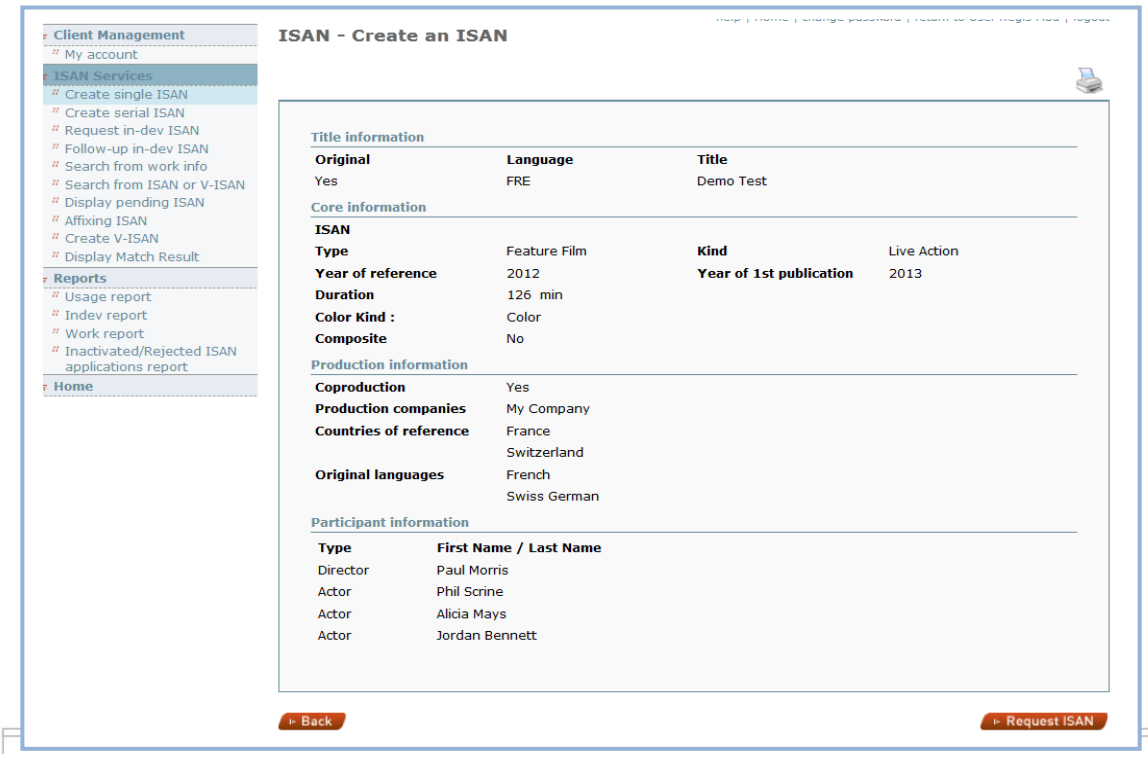
Open the Help pop up message if needed.


Client Management
My account
ISAN Services
Create single ISAN
Create serial ISAN
Request in-dev ISAN
Follow-up in-dev ISAN
Search from work info
Search from ISAN or V-ISAN
Display pending ISAN
Affixing ISAN
Create V-ISAN
Display Match Result
Reports
Usage report
Indev report
Work report
Inactivated/Rejected ISAN applications report
Home
ISAN - Create an ISAN
1 - Core data
2 - Titles
3 - Participants
4 - Composite
Next
General Information
Registrant : ISAN DEMO
Type : Feature Film
Kind : Live Action
Year of reference: 2012
Year of 1st publication: 2013
Duration : 126 minutes
Composite : No
Color Kind : Color
Silent : No
Production Information
Production companies : My Company
Production countries : CH Switzerland
FR France
Original language : FRE French
GSW Swiss German
Fields in bold are compulsory
Click on the icon to get a list of values for this field
Click on the icon to reset contents of this field
Click on the icon to add a new record
Work Type - Mozilla Firefox
test.isan.org/template/1.2/goToPopUpWorkTypeHelp.d
Actual Values
Label
Description
Commercials
Commercials / Advertising film: A works which promotes a product, service, idea, person or company, including promotional material for consumer products, services shown in theaters, infomercials or on digital signage.
Note: "Trailers" (i.e. promotional advertising for a film or television production) are NOT included in this category and shall be identified as a version of the work promoted by the trailer.
Compilation
Compilation: a combination made of two or more featured works in a single package such as a disk, boxed set, etc (e.g. South Park Season One, Indiana Jones Trilogy, etc) each work in the compilation should have its own ISAN.
Note: A single featured work packaged with several related minor works (e.g. the traditional DVD or Blu-ray with bonus features) is registered as a version of the major work (e.g. single feathured work). Each minor work (e.g. bonus features) is registered as a ""Related Content"" version of the major work.
Documentary: amoving image
Next

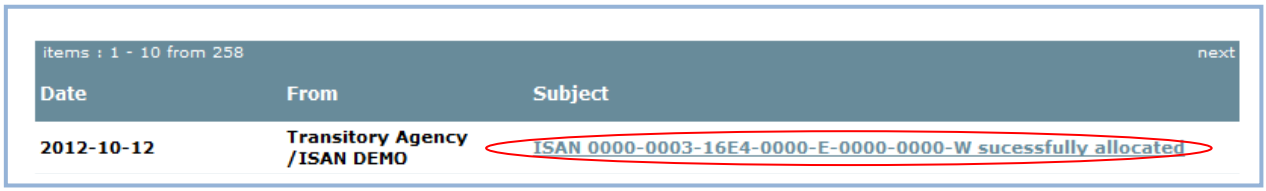
Add more lines if needed.

Click on next to go to the following page.

Then check if everything is correct on the "**preview**" page; if not, click on "**back**" and make the correction(s).
If the registration is correct, click only once on "request ISAN"



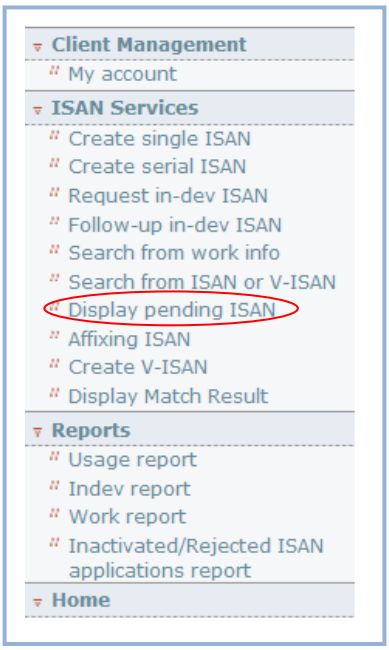
The system will deliver the ISAN in a few seconds.



- Some reasons for delivery delay :

- The title is already in the ISAN database and to avoid duplicate ISAN, your registration has been "blocked" and is pending in the ISAN database
- Your title is very similar to other title(s) already in the database (same actors, director, year of reference, etc…) and to avoid duplicate ISAN, your registration has been "blocked" and is pending in the ISAN database

Check the pending registration in selecting "**Display pending ISAN**".



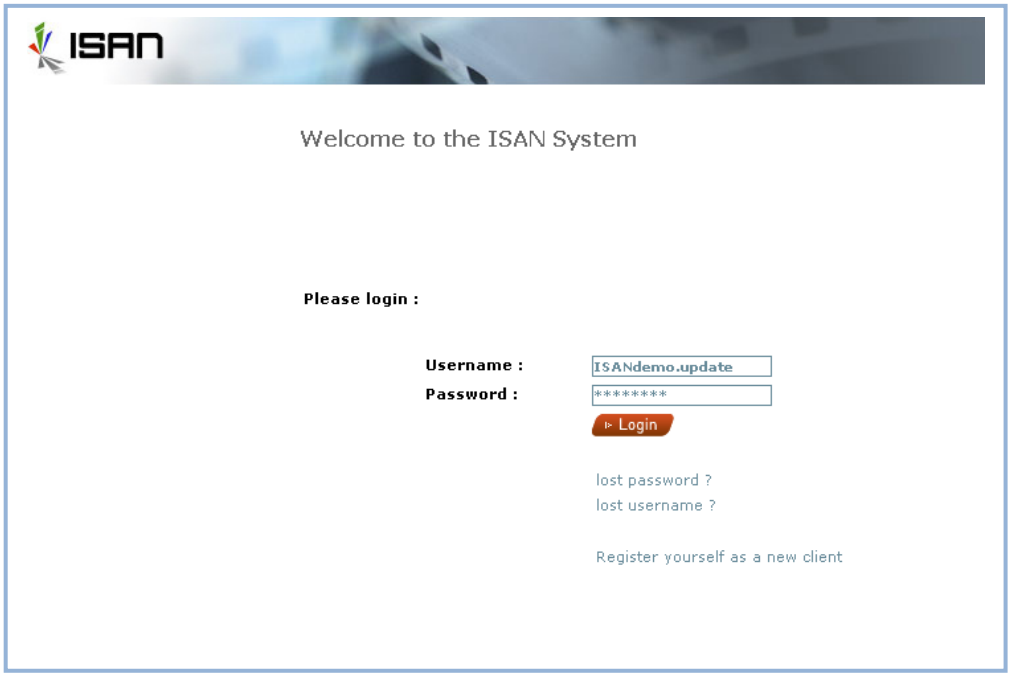
- If your registration is in the "**Pending**" list, please refer to **ISAN DEMO: 4 – PENDING RESOLUTION**
- If you need an identifier for **DVD / HD DVD / Blu-ray** discs, please refer to **ISAN DEMO: 3 - V-ISAN ALLOCATION**
- If you have **2 or more works** on a disc, please refer to **ISAN DEMO: 6 - COMPILATION**

RECOMMENDATION:
Prior to any registration, perform a search in the database to check whether the title has already got an ISAN or not. Please refer to **ISAN DEMO: 2 – ISAN QUERIES & UPDATE**
In case of an original work title in a non roman language (E.g. Japanese, Chinese, Korea, Arabic, Indian, Russian, etc) please enter an alternate title in roman language too.

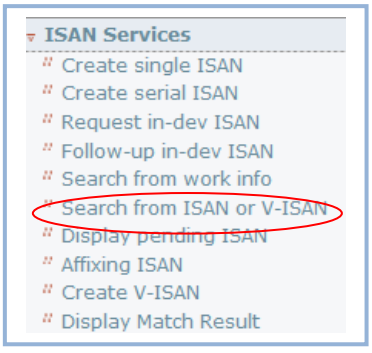
ISAN DEMO : 2 – ISAN QUERIES & UPDATE

You have received an ISAN for your work and then you realize that it has been badly registered (wrong data, misspelling…). You can edit the work and modify the descriptive information. To edit the ISAN, you need to perform a search.

Use the *xxx.update* user to log onto the system:



Select in the menu «**Search from ISAN and V-ISAN**»



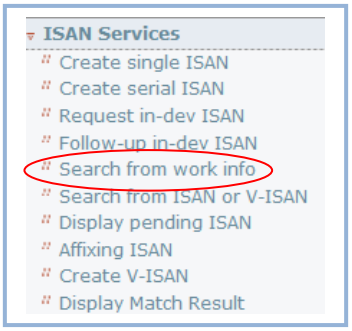
Since the ISAN is in your own catalogue, you can « **edit** » the title and make corrections / updates of the descriptive information.

If you perform a search from an ISAN which is not in your catalogue, the "edit" button does not show.

The "edit" functionality of V-ISAN for online update and correction will be available in Q1 2013.

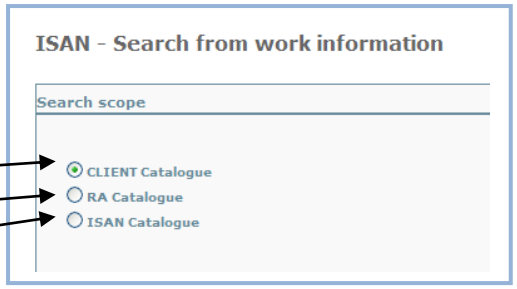
You can also perform a search from the work title.

Select in the menu «Search from work info»



You can perform a search in:

- Your catalogue
- The Registration Agency catalogue
- The whole ISAN catalogue



RECOMMENDATION:

Prior to any ISAN creation, please perform a search to avoid duplicate registrations.

ISAN DEMO : 3 – V-ISAN CREATION

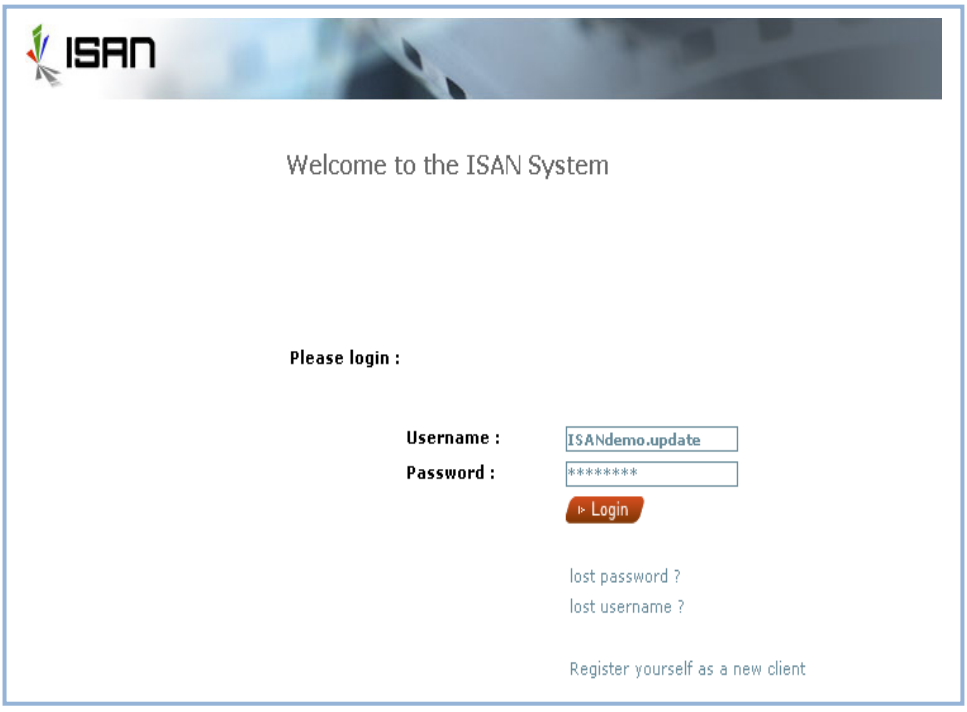
V-ISAN is the unique identifier composed of a registered ISAN in combination with an appended version segment for a specific version or other content related derived from or directly related to an AV Work and allocated in accordance with the ISO 15706-2 standard and the ISAN Terms of Use.

Version can be:

- ***Variants of AV Works***, which are audiovisual contents resulting from change(s) to the AV Work that do not significantly alter the nature of the intellectual creation (i.e. does not result into a new/different intellectual creation). Such changes can for example be one or a combination of: minor editions, the addition of subtitles, dubbing, alterations of the soundtrack, etc… Variants are usually abstract things since any fixation on a physical medium or digital asset can be pointed to (see manifestations below). A variant can exist only if an AV Work exists.
- ***Manifestations of the AV Work***, which are characterized by the fixation of the AV work or a variant of it on a physical medium (e.g. film print, tape, digital file, …). Since an increasing number of audiovisual works are dematerialized (without a fixed physical carrier), manifestations can also be digital assets such as files or streams without physical properties. A manifestation can exist only if an AV Work exists. Manifestations are described with a specific set of metadata that defines the technical properties of the embodiment (Low Definition / High Definition, 16:9 / 4:3, 2D/3D, etc…) and the media of fixation (Blu-ray, Film Print, DVD, Windows Media File, etc…).
- ***Related Contents***: contents closely related to an audiovisual work or version identified with ISAN can be identified with an ISAN Version. Such related contents can be a trailer, bonus material such as "behind the scenes" or interviews of actors or the director, etc…
- ***Related Items***: to some extent, contents such as audio tracks, closed captioning, ring tones, fingerprints, etc… that are derived from or closely related to a version of the audiovisual work can be identified with an ISAN version.

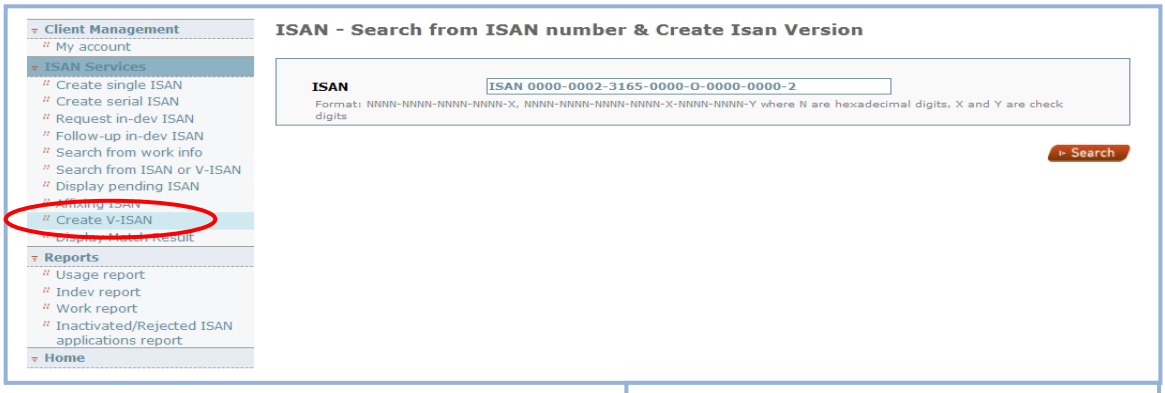
If you need a code for a Blu-ray, if you have a translated / subtitled version of a foreign audiovisual content, if you have a shortened/lengthened version of an audiovisual content, if you need to identify a work for a specific broadcast, format or for an archive, you must create a version and get a V-ISAN (ISAN version).

Use the *xxx.update* user to log onto the system



Select in the menu « **Create V- ISAN** » and insert the ISAN of the audiovisual content you need a version for and click on "**Search**".

*If the work you need a version for has not been identified yet with an ISAN, create its ISAN first it in order to create the version in a second step. Please refer to **ISAN DEMO: 1 – ISAN CREATION**.*

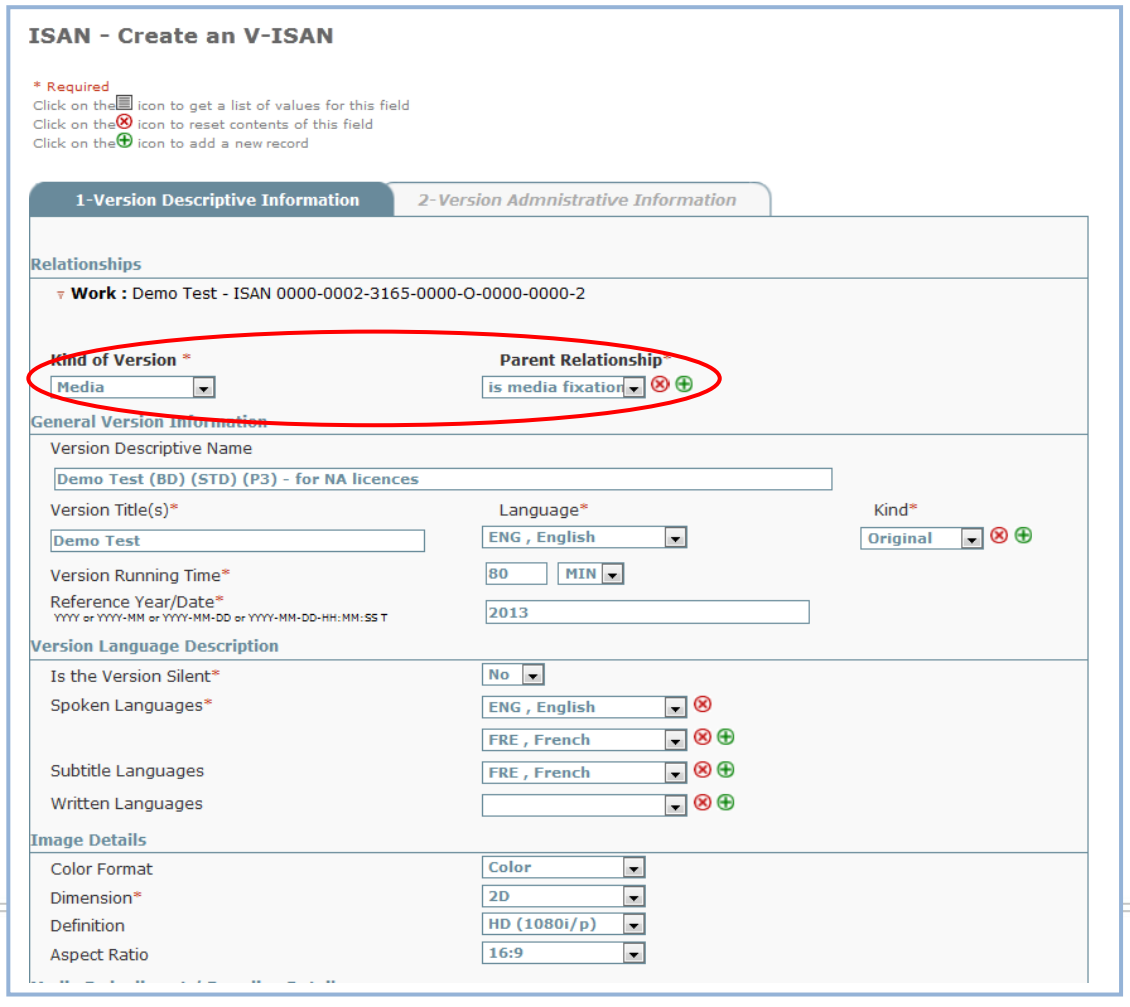


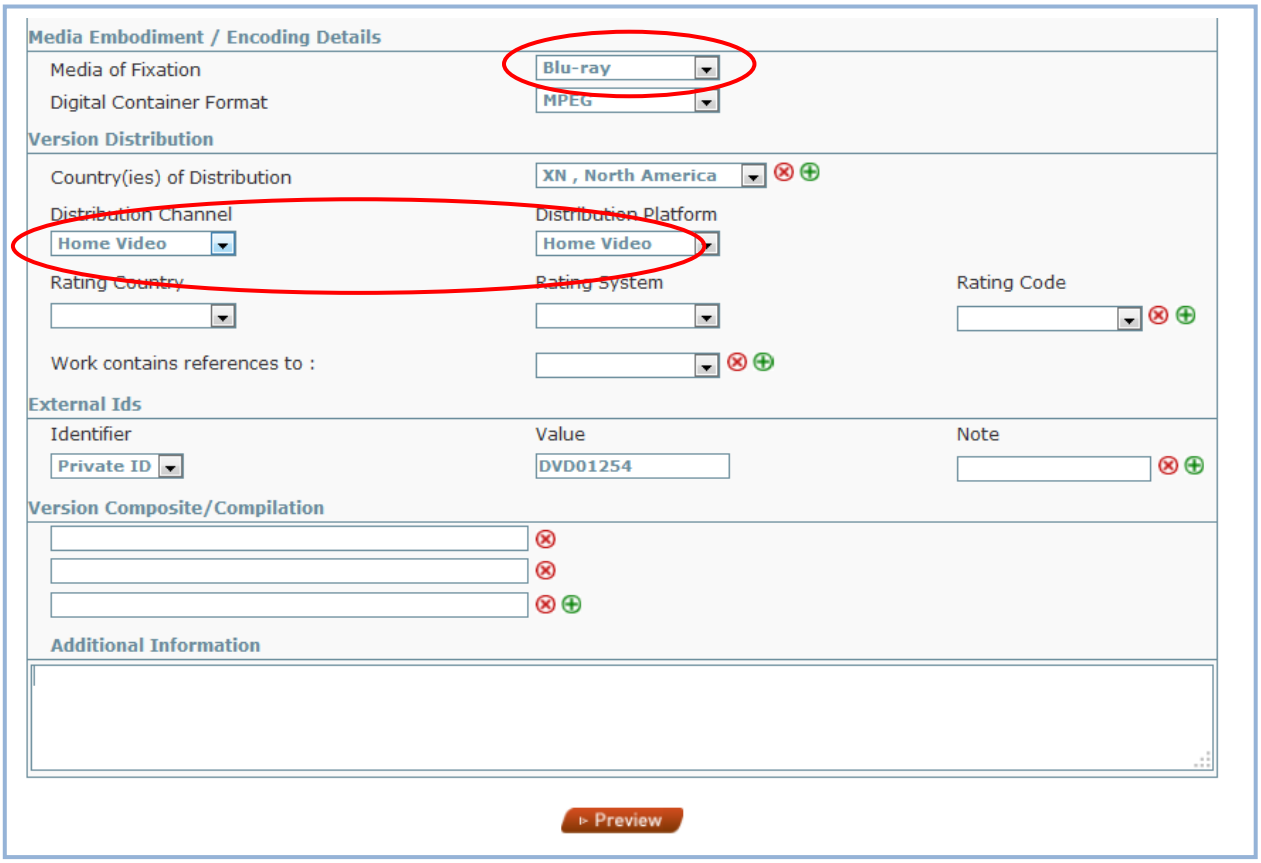
At the bottom of the page click on "create V-ISAN"

Complete as much information as possible for a better identification of your version.

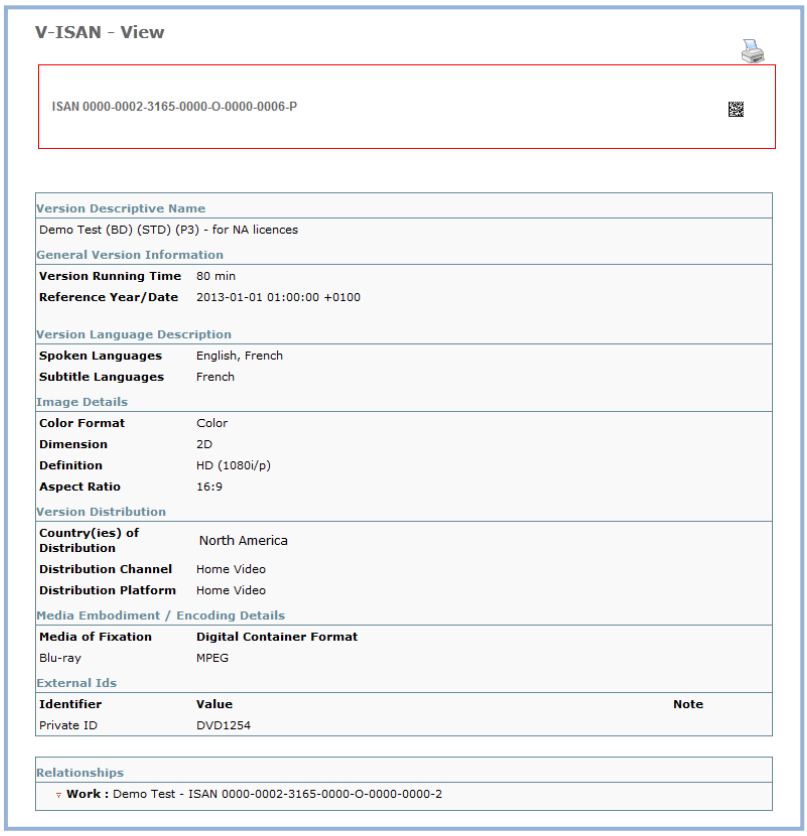
1 – EXAMPLE 1: A V-ISAN FOR A BLU-RAY DISC (AACS)

In this example we will identify a Blu-ray version of a work in order to obtain a V-ISAN for AACS. The title of the version is "*Demo Test*"
Kind of version is "**media**" – Parent relationship is "**media fixation**"





Click on "**Preview**" once you have entered all the information related to your version.
Check the metadata; if everything is correct, click on "**Request V-ISAN**" or "**Back**" to make some corrections.



V-ISAN - View

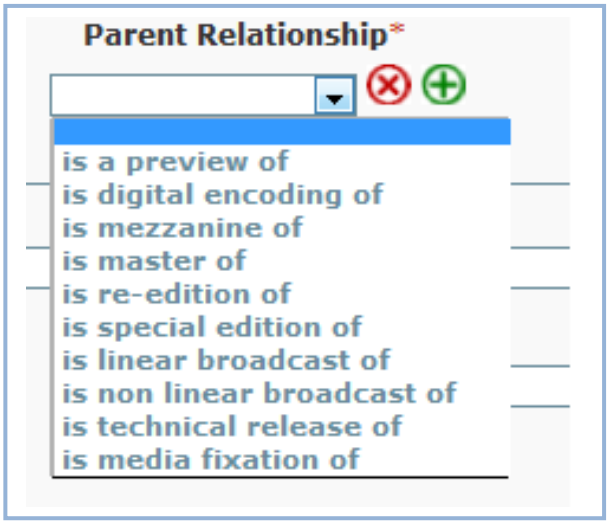
ISAN 0000-0002-3165-0000-O-0000-0006-P

Version Descriptive Name	
Demo Test (BD) (STD) (P3) - for NA licences	
General Version Information	
Version Running Time	80 min
Reference Year/Date	2013-01-01 01:00:00 +0100
Version Language Description	
Spoken Languages	English, French
Subtitle Languages	French
Image Details	
Color Format	Color
Dimension	2D
Definition	HD (1080i/p)
Aspect Ratio	16:9
Version Distribution	
Country(ies) of Distribution	North America
Distribution Channel	Home Video
Distribution Platform	Home Video
Media Embodiment / Encoding Details	
Media of Fixation	**Digital Container Format**
Blu-ray	MPEG
External Ids	
Identifier	**Value** **Note**
Private ID	DVD1254

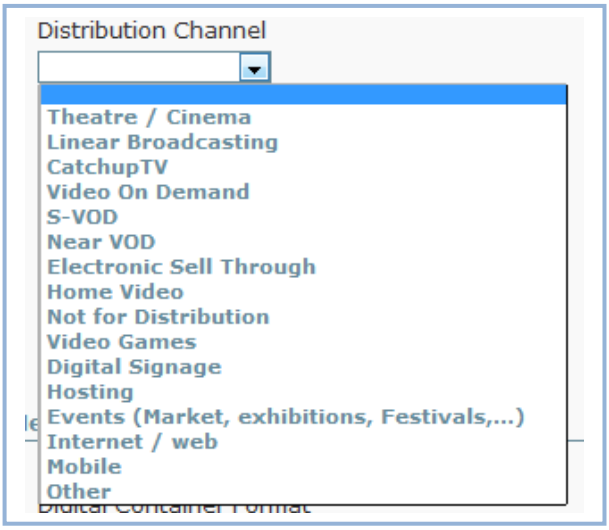
Relationships

Work : Demo Test - ISAN 0000-0002-3165-0000-O-0000-0000-2

You will select the same "Kind of version" (**media**) if your version has one of the following **relationships** with the parent work:



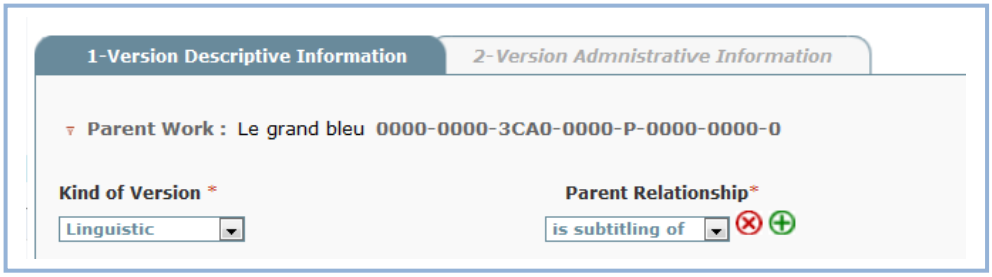
A "**media**" version can be for any of the below "distribution channels". Depending on the selected "**distribution channel**", you may have to choose a specific "**distribution platform**" and a specific "**media of fixation**".



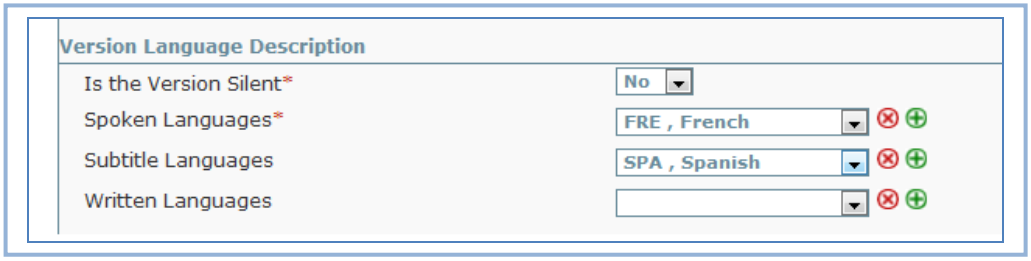
2 – EXAMPLE 2: A V-ISAN TO DIDENTIFY A LINGUISTIC VERSION

In this example we will identify a Spanish subtitled version of the French Movie "*Le Grand Bleu*" by Luc Besson to be used in theaters in Spain

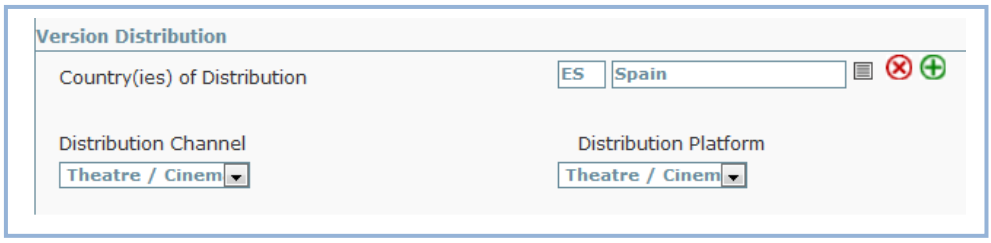
Kind of version is "**Linguistic**" – Parent relationship is "**is subtitling of**"



(…)



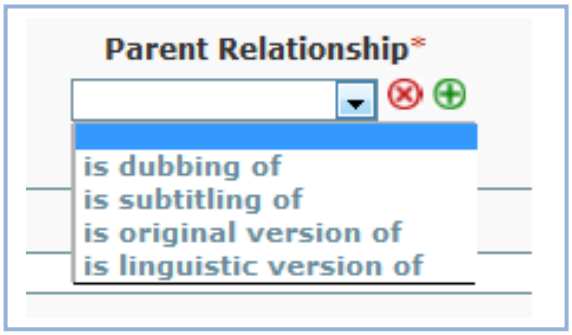
(…)



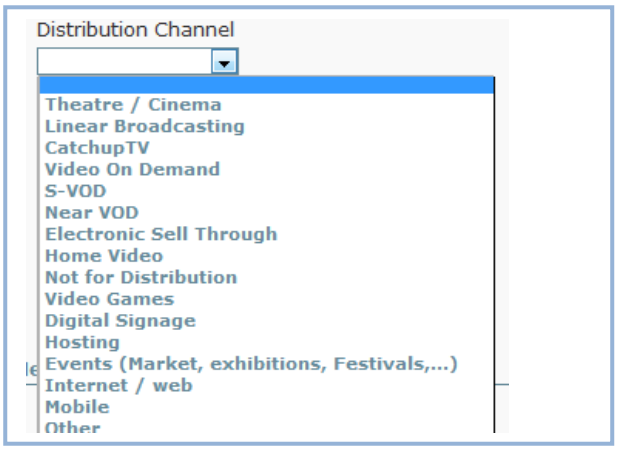
If the **Linguistic version** is a **Variant**, you will NOT define a Distribution Channel, distribution platform, image information nor a media of fixation

If the **Linguistic version** is a **Manifestation**, any kind of "distribution channel" might apply. Depending on the selected "**Distribution Channel**", you may have to choose a specific "**Distribution Platform**" and a specific "**media of fixation**".

You will select the same "Kind of version" (**language**) if your version has one of the following **relationships** with the parent work:



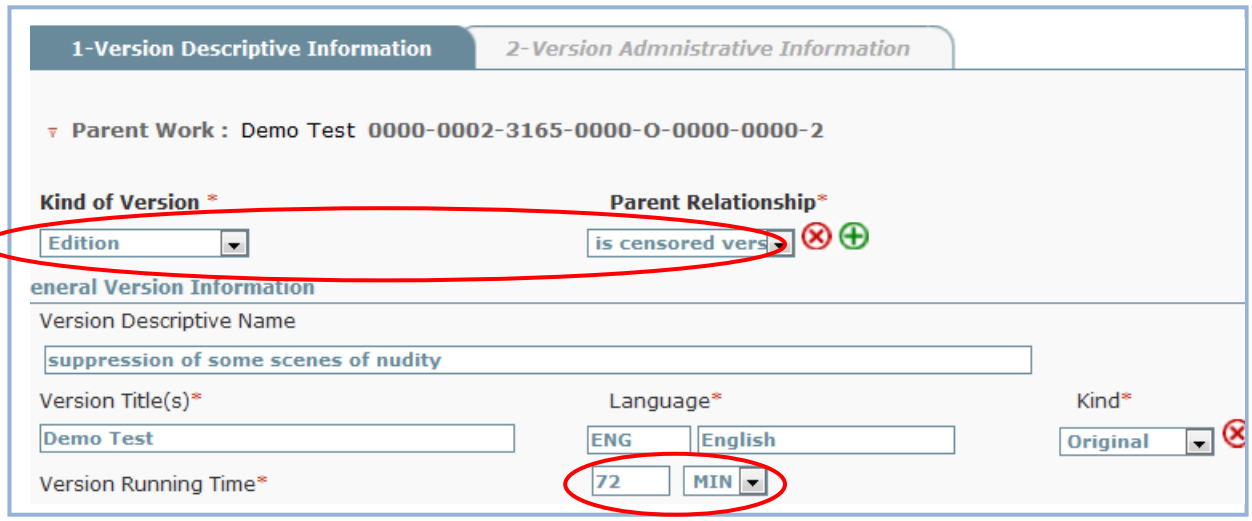
A "**language**" version can be for any of the below "distribution channels". Depending on the selected "**distribution channel**", you may have to choose a specific "**distribution platform**" and a specific "**media of fixation**".



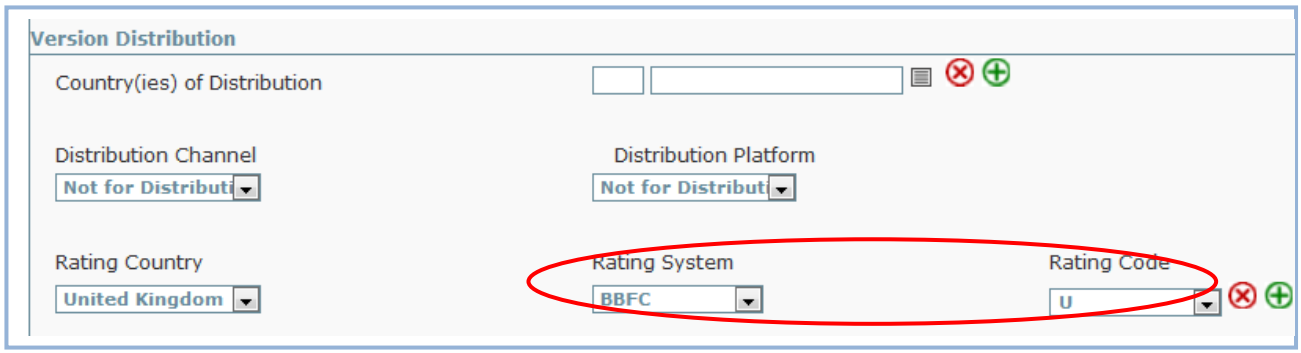
3 - EXAMPLE 3: A V-ISAN TO IDENTIFY A CENSORED VERSION OF AN AUDIOVISUAL CONTENT

In this example we will identify an edited version with cuts of scenes of nudity.

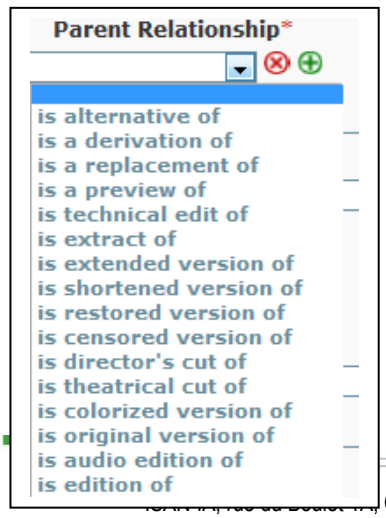
Kind of version is "**Edition**" – Parent relationship is "**is censored version of**".
Your new content will be shorter than its parent work; change the default duration which was 80 min.



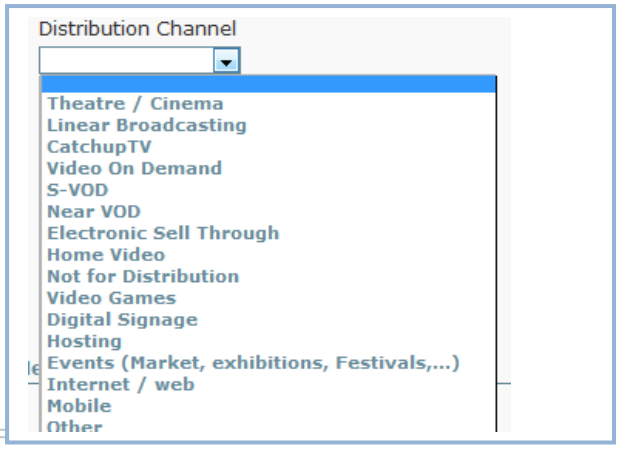
You may need to adapt the rating according to this new version.



You will select the same "Kind of version" (**edition**) if your version has one of the following **relationships** with the parent work:



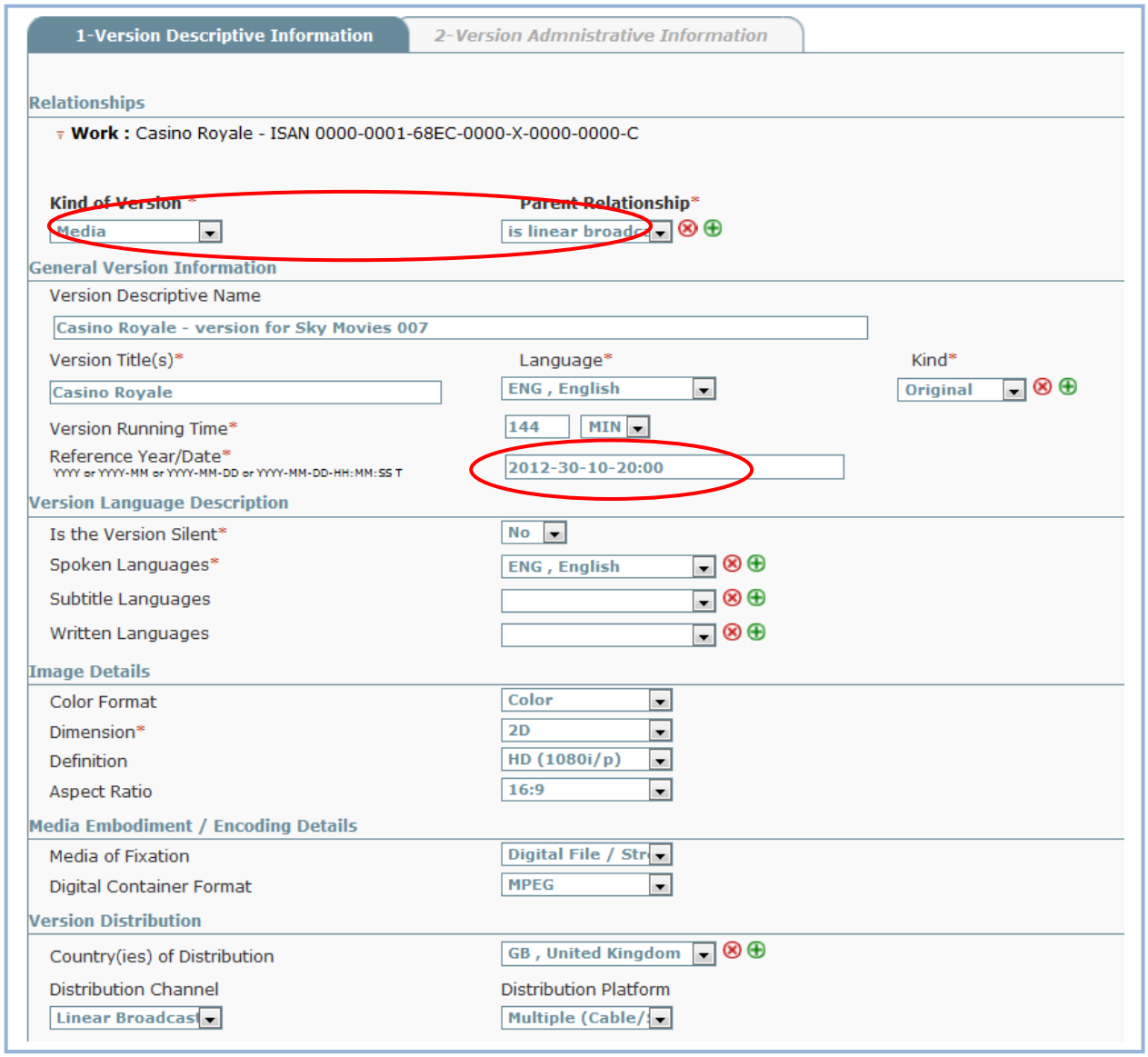
A "**edition**" version can be for any of the below "distribution channels". Depending on the selected "**distribution channel**", you may have to choose a specific "**distribution platform**" and a specific "**media of fixation**".



4 - EXAMPLE 4: A V-ISAN TO IDENTIFY A SPECIFIC BROADCAST

In this example we will identify a feature film which was produced for theaters and **broadcasted on TV** on **30th of October 2012 at 20:00**

The broadcasted version is a new manifestation of the content and is therefore defined as a "**Media**" Version



RECOMMENDATION:

V-ISAN shares the same root (first segments of the number) with the ISAN allocated to its parent work; that means that the parent work needs to get an ISAN first.

Prior to registering a version of an audiovisual content, perform a search in the ISAN database to check if the parent work is already in the ISAN database: refer to **ISAN DEMO 2 – ISAN QUERIES & UPDATE**

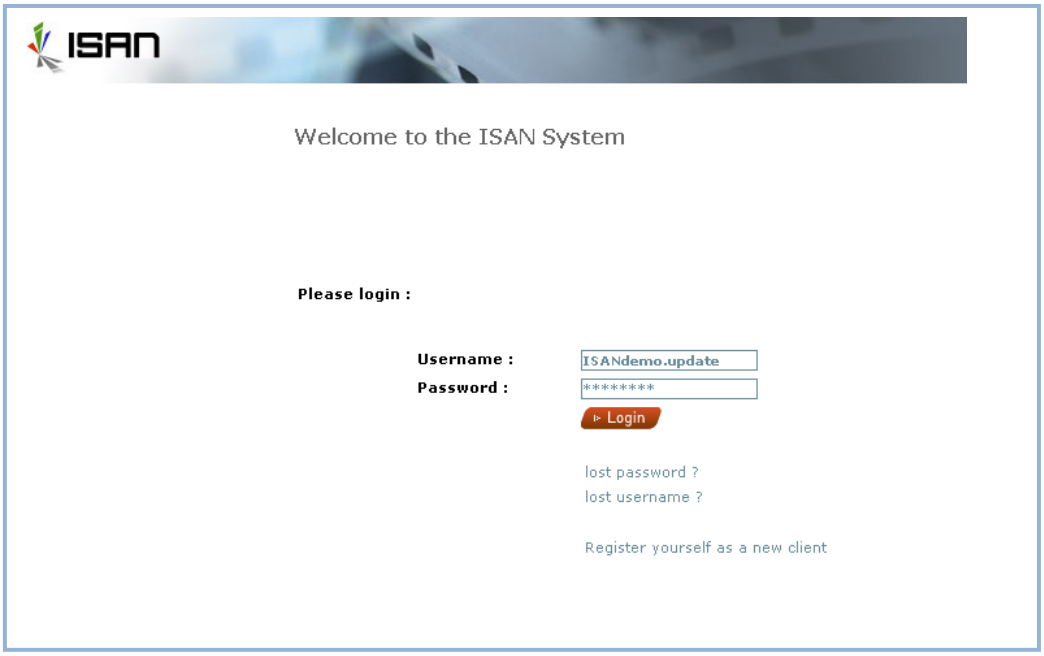
=> the parent work is in the ISAN database, use this ISAN to create the version

=> the parent work is not in the ISAN database, register the parent work first to get the ISAN. Please refer to **ISAN DEMO: 1 – ISAN CREATION**

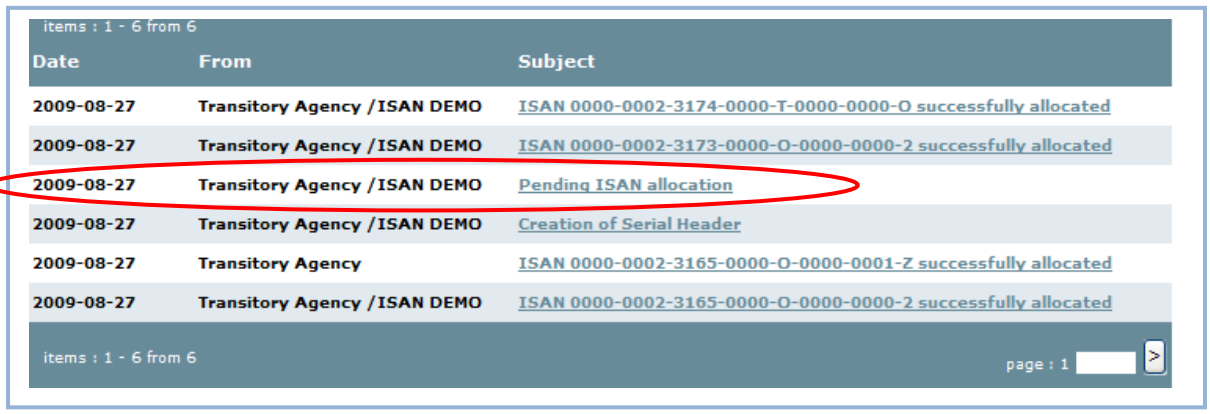
ISAN DEMO : 4 – PENDING RESOLUTION

You have submitted a registration and you don't get the ISAN; the ISAN database considers that your registration is a potential duplicate of an existing ISAN. You need to check and decide whether your registration is the same work or a new work.

Use the *xxx.update* user to log onto the system



Your home page shows the following message:

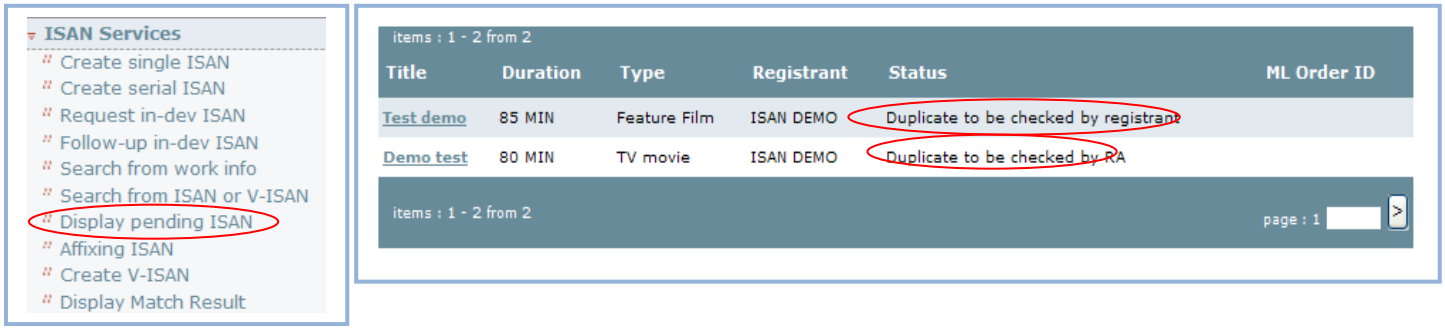


items : 1 - 6 from 6

Date	From	Subject
2009-08-27	Transitory Agency /ISAN DEMO	ISAN 0000-0002-3174-0000-T-0000-0000-O successfully allocated
2009-08-27	Transitory Agency /ISAN DEMO	ISAN 0000-0002-3173-0000-O-0000-0000-2 successfully allocated
2009-08-27	Transitory Agency /ISAN DEMO	Pending ISAN allocation
2009-08-27	Transitory Agency /ISAN DEMO	Creation of Serial Header
2009-08-27	Transitory Agency	ISAN 0000-0002-3165-0000-O-0000-0001-Z successfully allocated
2009-08-27	Transitory Agency /ISAN DEMO	ISAN 0000-0002-3165-0000-O-0000-0000-2 successfully allocated

items : 1 - 6 from 6 page : 1 >

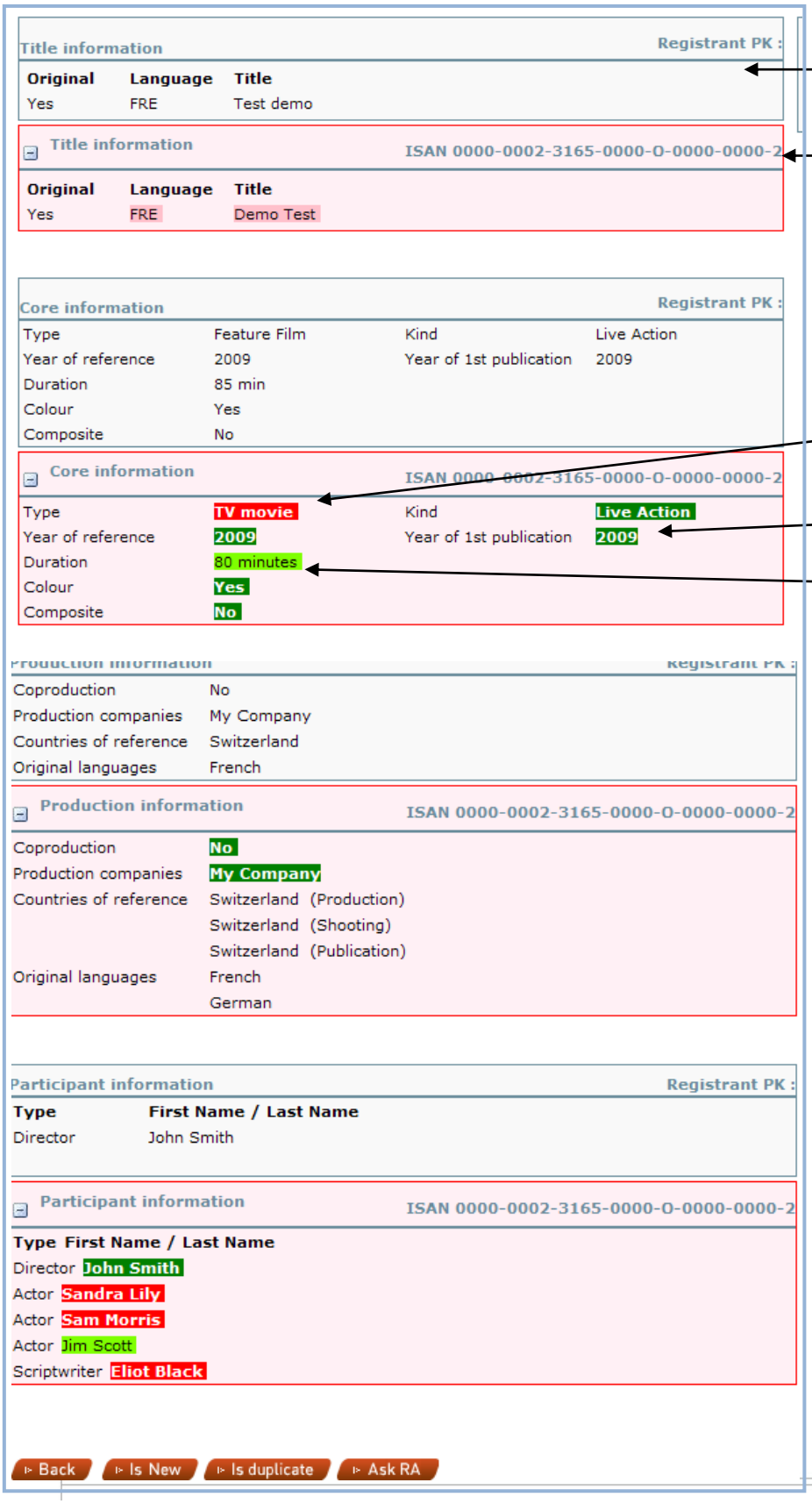
Select in the menu "display pending ISAN"



ISAN DEMO : 4 – PENDING RESOLUTION

Depending on the complexity of the pending, it can be resolved either by the Registrant (you) or by the Registration Agency.

1st case (Test demo / 85 min): to be resolved by the Registrant



In grey: your pending registration in the database

In pink: the existing ISAN in the database

In red: what is not matching between both registrations
In dark green: what is matching more
In green: what is matching less

Pending resolution sometimes needs deeper investigations from other AV content sources.

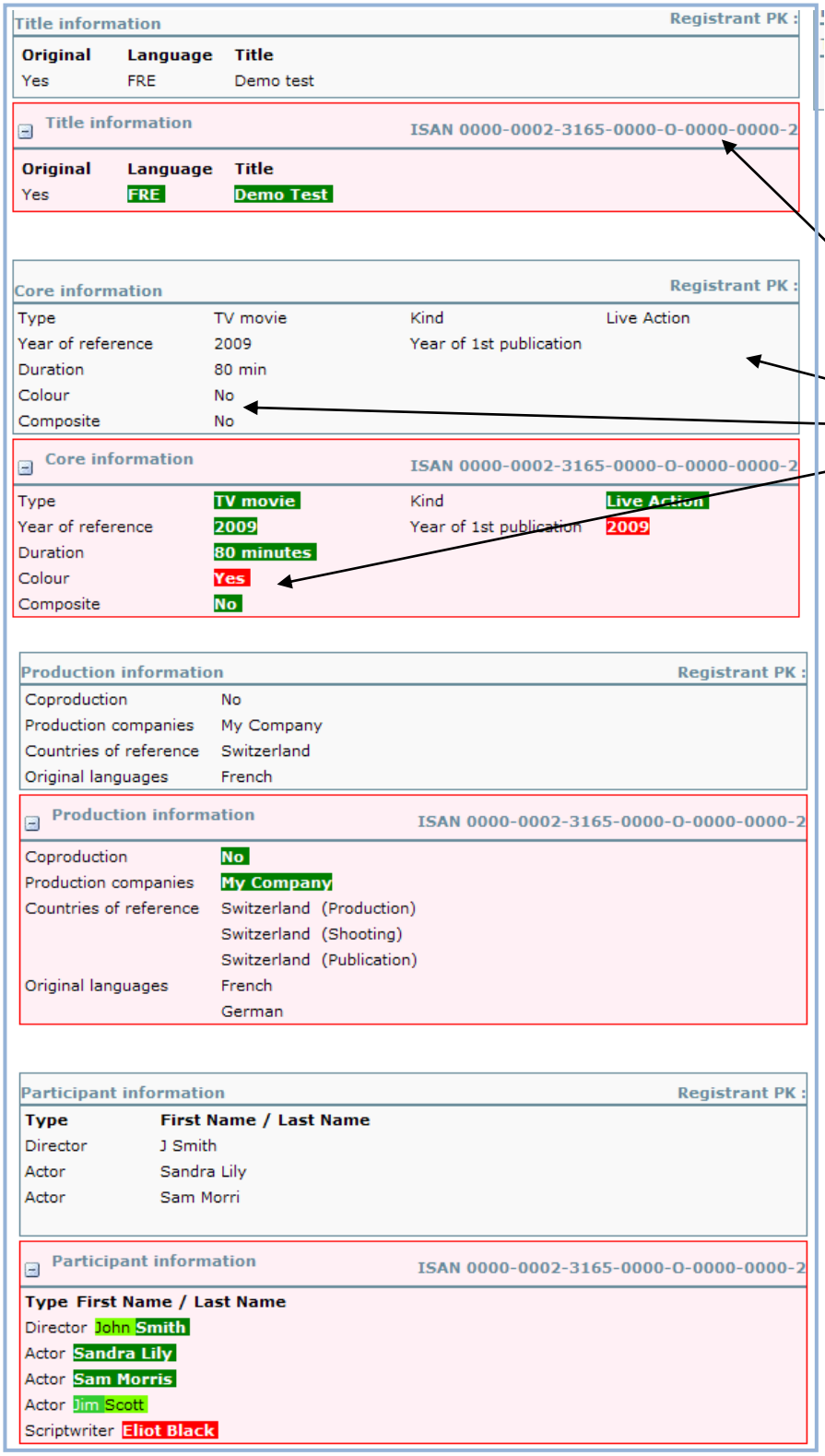
2 possible options in that case:

a) The production company has produced this work as a Feature Film and also as a TV movie, the same year => if other sources confirm that, click on ▹ Is New
Your registration will get an ISAN

b) There's only one AV work (Feature Film) called "Demo test" and you have wrong metadata when you register it (wrong work type, wrong title) => this is the same AV work in both cases.
Click on ▹ Is duplicate and your registration will be deleted.

ISAN DEMO : 4 – PENDING RESOLUTION

2nd case (Demo test / 80 min): to be resolved by the RA (Registration Agency) – inform the RA about his pending.



Title information — Registrant PK :

Original	Language	Title
Yes	FRE	Demo test

Title information — ISAN 0000-0002-3165-0000-O-0000-0000-2

Original	Language	Title
Yes	FRE	Demo Test

Core information — Registrant PK :

Type	TV movie	Kind	Live Action
Year of reference	2009	Year of 1st publication	
Duration	80 min		
Colour	No		
Composite	No		

Core information — ISAN 0000-0002-3165-0000-O-0000-0000-2

Type	TV movie	Kind	Live Action
Year of reference	2009	Year of 1st publication	2009
Duration	80 minutes		
Colour	Yes		
Composite	No		

Production information — Registrant PK :

Coproduction	No
Production companies	My Company
Countries of reference	Switzerland
Original languages	French

Production information — ISAN 0000-0002-3165-0000-O-0000-0000-2

Coproduction	No
Production companies	My Company
Countries of reference	Switzerland (Production)
	Switzerland (Shooting)
	Switzerland (Publication)
Original languages	French
	German

Participant information — Registrant PK :

Type	First Name / Last Name
Director	J Smith
Actor	Sandra Lily
Actor	Sam Morri

Participant information — ISAN 0000-0002-3165-0000-O-0000-0000-2

Type	First Name / Last Name
Director	John Smith
Actor	Sandra Lily
Actor	Sam Morris
Actor	Jim Scott
Scriptwriter	Eliot Black

The only main differences between this existing ISAN and your pending registration are:
- 1 work is in black/white
- 1 work is in color

This case may need deeper investigation.

2 possible options in that case:

a) There's only 1 work in color and you made a mistake in your registration => this is the same AV work in both cases.

RA will click on ▹ Is duplicate and your registration will be deleted.

b) The producer has produced this work in color and also in black/white the same year => if other sources confirm that, the RA will click on ▹ Is New and your registration will get an ISAN

RECOMMENDATION: to avoid pending registration multiplication, resolve your pending registrations as soon as possible. A work can be pending with another "pending work".

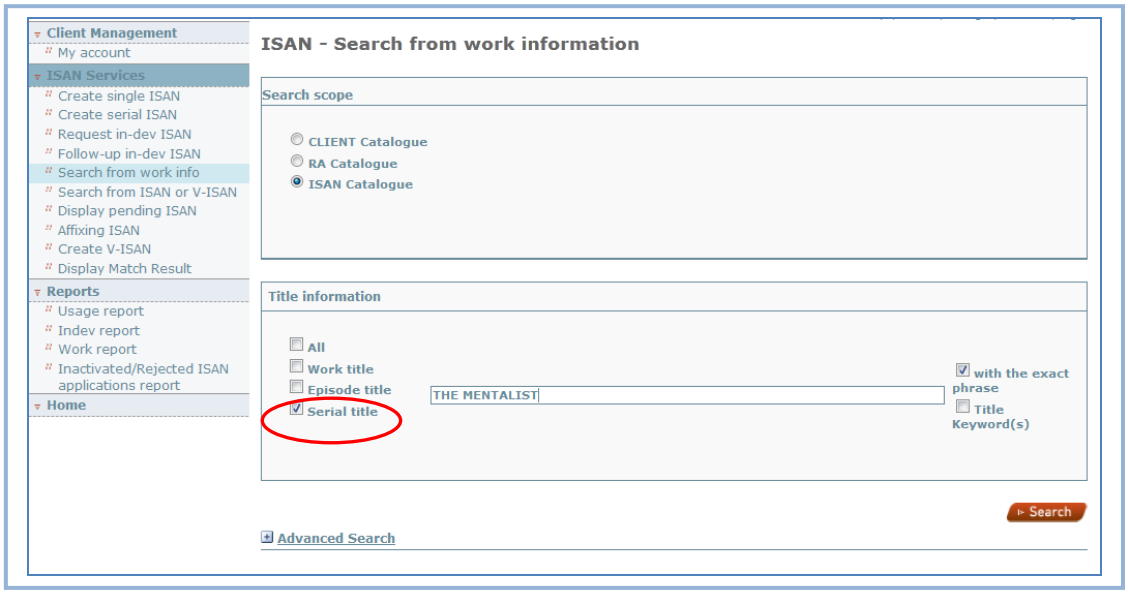
ISAN DEMO : 5 – SERIAL WORKS

Serial work : Audiovisual work produced in individual episodes or parts which bear a relationship to each other and (usually) a common title for the whole series. Not to be confused with the work type Series (SE) - Dramatic & Comedy Series, Serials, "Soaps".
Serial Header : It is the header of a set of works linking all the episodes and sharing the same serial title.

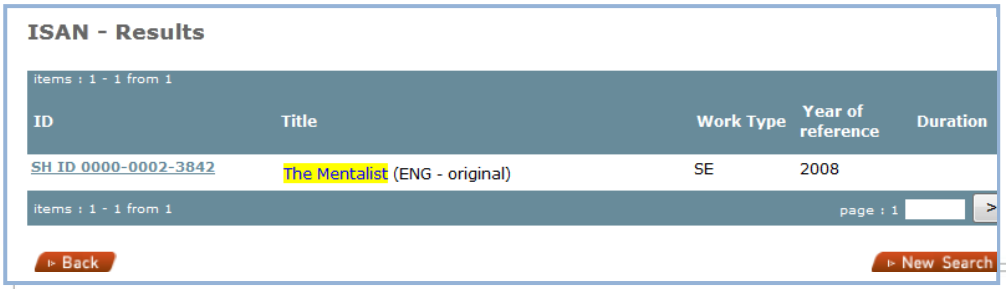
ISAN identifies series through the episodes that compose a serial. Since there is no ISAN for a serial (a serial header) the ISAN system delivers a Serial Header ID (SHID) for each serial header. The SHID corresponds to the root segment of the ISAN (12 first digits) that is shared with all "episodic ISANs" of a serial.

Use the *xxx.update* user to log onto the system

To search for serial headers (series), you need to perform a search from work info and restrict the search on ***Serial Title***:



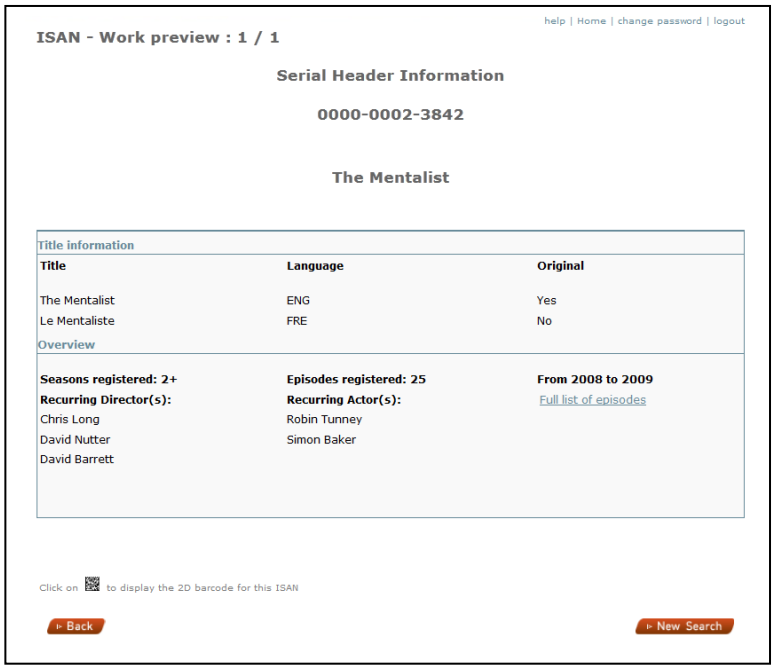
The search result screen displays the list of series that match with the search criteria.



ISAN DEMO : 5 – SERIAL WORKS

Click on the SHID and get an overview of the series in the Serial Header Display Form.

The Serial Header display form is enriched with information deducted from the registered episodes that compose the serial:



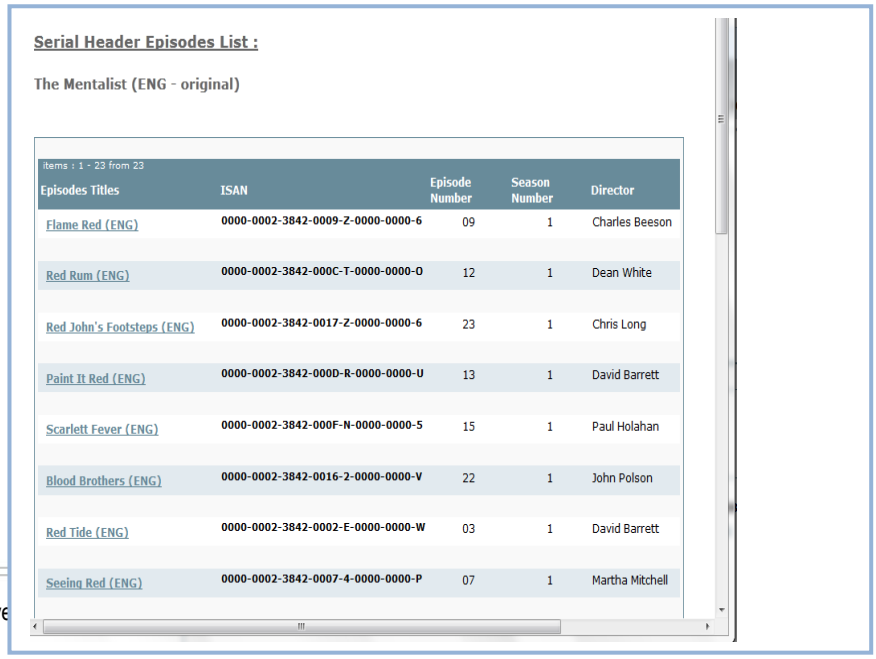
➢ Serial Header view enriched with:

- Number of registered seasons: "+" signifies that at least one episode has no season information registered
- Total numbers of registered episodes
- Year of Reference of the oldest registered episode
- Year of Reference of the most recent registered episode.
- Up to 3 recurring Directors: the ones who directed the most episodes of the serial
- Up to 3 recurring Actors: the ones who played in the most episodes of the serial

A link to the list of registered episodes

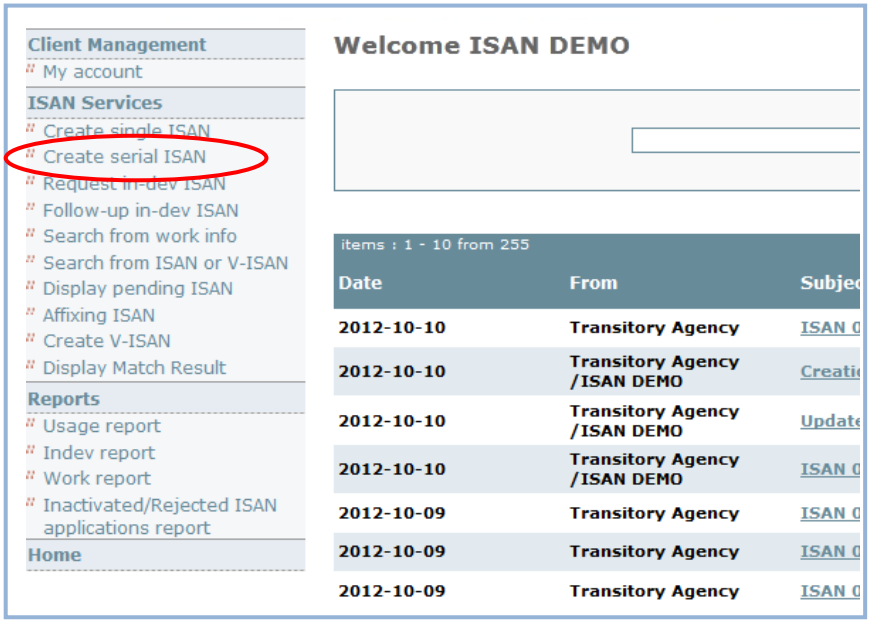
➢ Opens a popup with the list of all registered Episodes with the following information:

- Episode title
- ISAN number
- Season number (when available)
- Episode number (when available)
- Director (when available)



1 - HOW TO REGISTER A SERIAL WORK

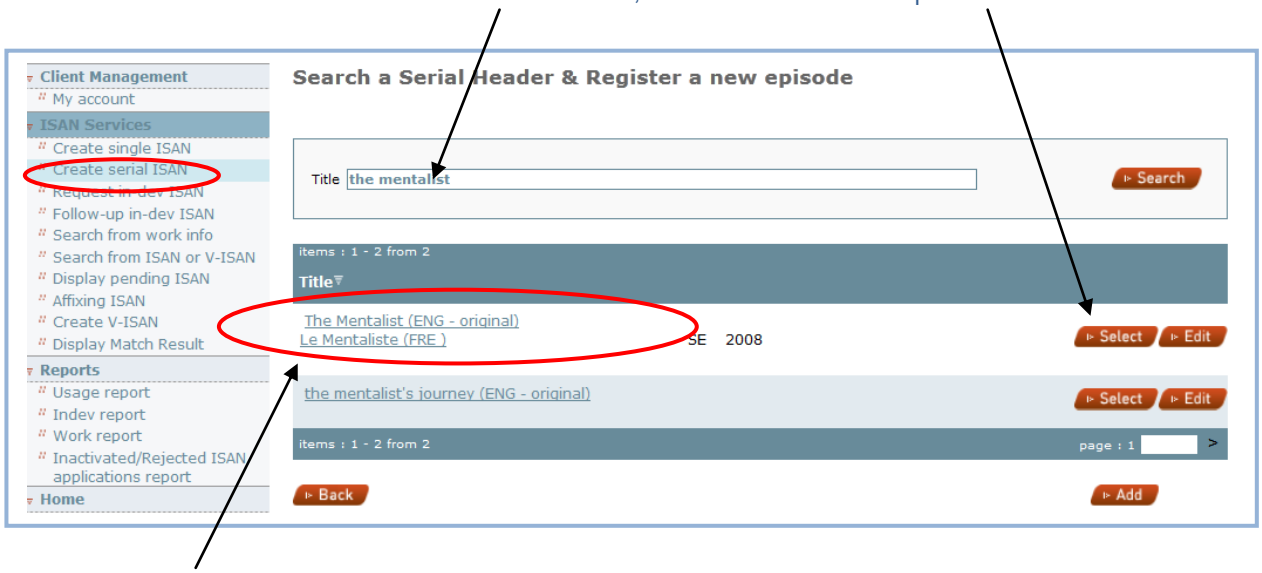
The serial work registration is accessible from a distinct menu item "**Create Serial ISAN**" as the single work registration: "Create Single ISAN".



The serial work registration process starts with the selection of a Serial Header (the Serial record in the ISAN Database). Therefore, first search for a Serial Header that matches with the Serial to register with ISAN

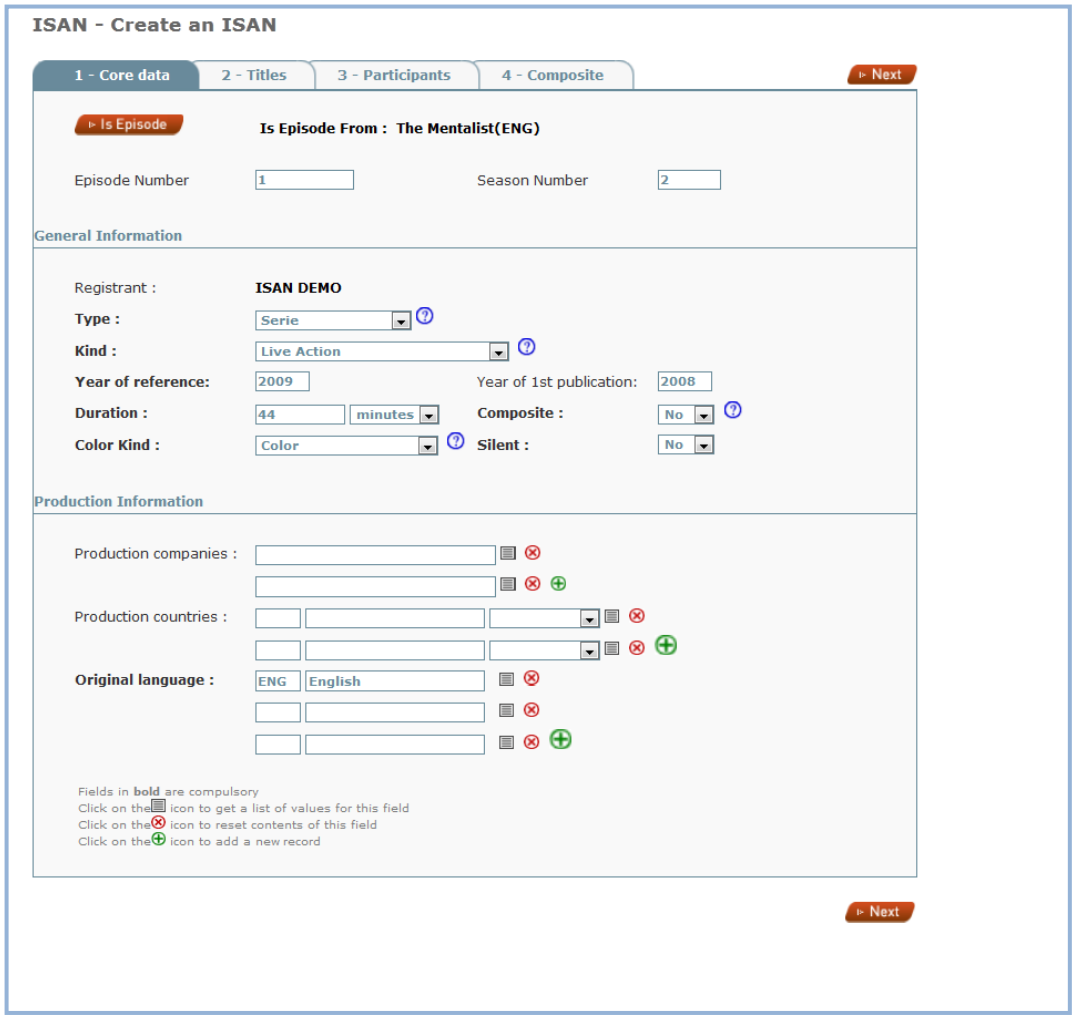
- **The Serial Header is already registered in the database**.

Click on "***Create serial ISAN***" and look for "The Mentalist"; click on "***Select***" to add episodes of season 2.



The result shows the alternate titles too.

Once the Serial Header is selected, proceed the same way as for a single work registration; please refer to **ISAN DEMO: 1 – ISAN CREATION**



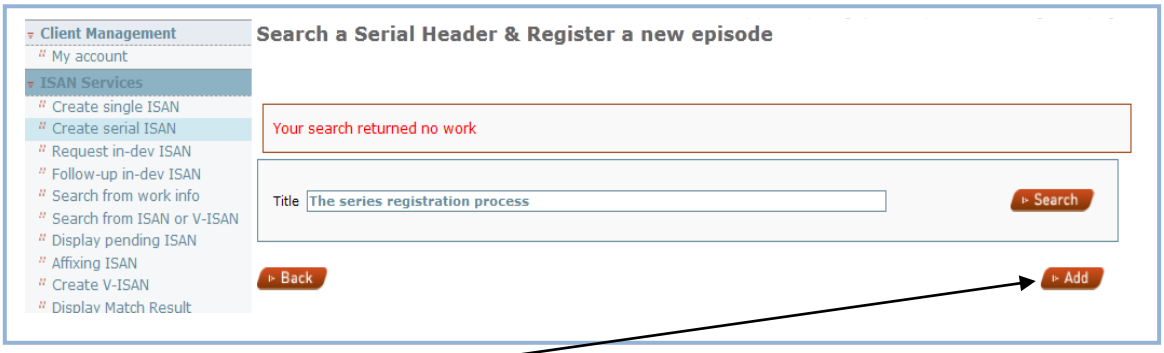
If other episodes have already been registered for the serial, some descriptive information usually common to all episodes is automatically inherited to facilitate the registration process. You can change this information if appropriate and complete the registration with the episode number, season number, title, cast if different …..

Complete as much information as possible for a better identification of your work, on all pages.

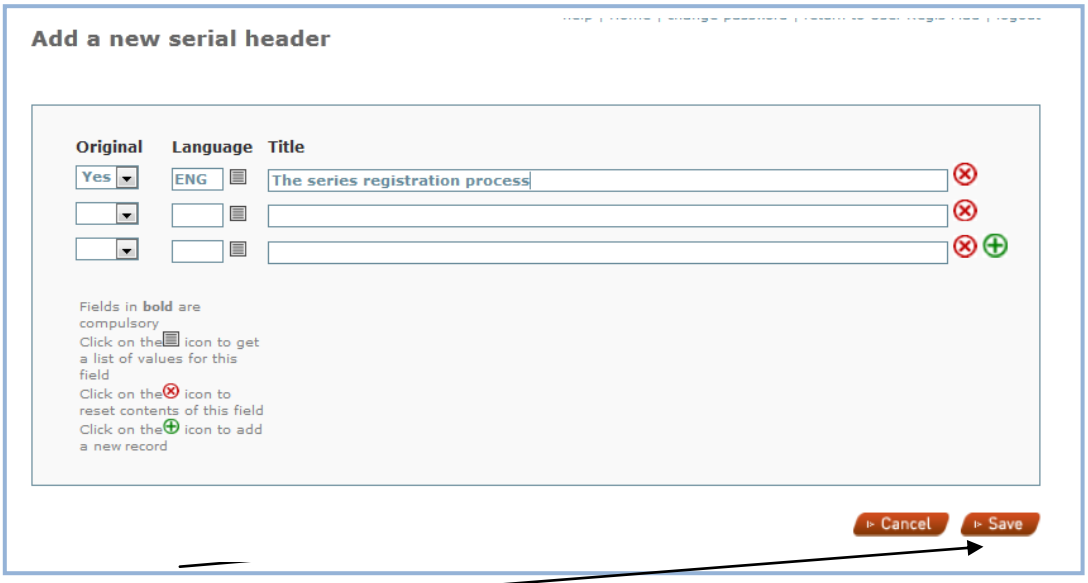
We recommend to fill in the episode and the season number fields to facilitate the automatic induplication and minimize the manual pending resolution effort.

- **The serial header is not in the list** : *(Title: The series registration process)*

For this example the title of the serial is: “The series registration process”



Click on "add"


Add a new serial header
Original
Language
Title
Yes
ENG
The series registration process
Fields in bold are compulsory
Click on the icon to get a list of values for this field
Click on the icon to reset contents of this field
Click on the icon to add a new record
Cancel
Save

Click on "save"

Fill also alternative title(s) in the same or in other language(s). This will be useful to prevent duplicate registrations from foreign registrants (e.g. co-producers).

Redo the search and proceed the same way as explained earlier in the previous example. However this will be the first episode, no pre-registered descriptive information usually common to all episodes of the serial can be inherited.

If you can't find the Serial Header you have just created, then it might still be in the matching queue that processes all requests for duplicate registrations checks. If a Serial Header is detected as a potential duplicate, the system blocks it for manual induplication by the Registration Agency. Therefore check also the system message list in your home page for pending Serial Headers notifications.

If you need an identifier for a series on DVD / HD DVD / Blu-ray disc, please refer to **ISAN DEMO: 6 – COMPILATION**

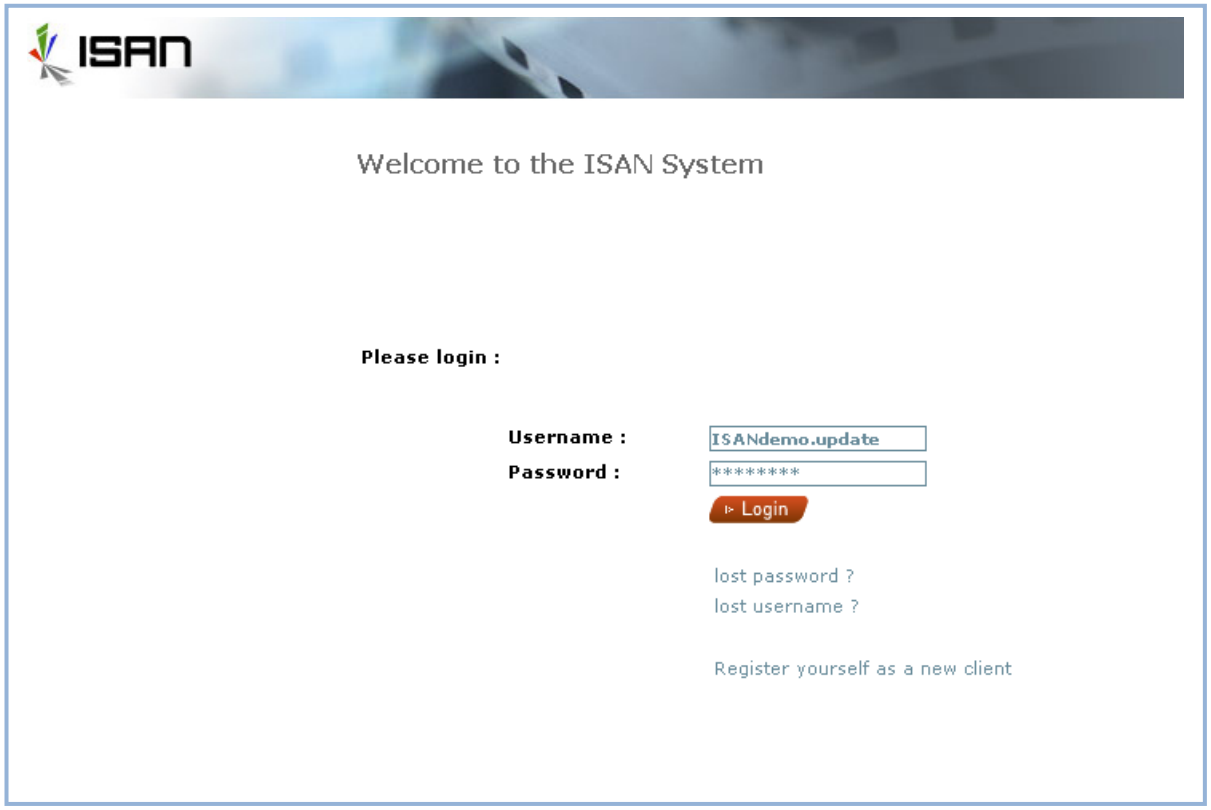
RECOMMENDATION: Prior to any serial work registration, perform a search of the Serial Header in the database to check whether the series is already registered or not and which episodes may already have an ISAN.

ISAN DEMO : 6 – COMPILATION

Compilation: A compilation work is a collection of two or more separate works in a single distribution package, such as a DVD or a Blu-ray containing a feature film along with various bonus features, a theatrical feature with a trailer for another feature attached at its head, a home video boxed set of all episodes from a season of a series, etc.

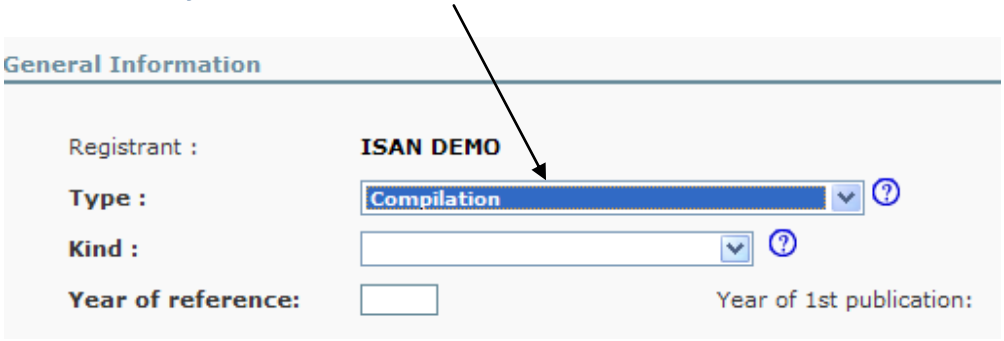
- **CASE 1:** You need to put on one DVD (Blu-ray or else) 3 movies OR 1 movie + 1 extra + 1 interview - Make sure that each content has already an ISAN. If not, please refer to **ISAN DEMO: 1 – ISAN CREATION**

Use the *xxx.update* user to log onto the system

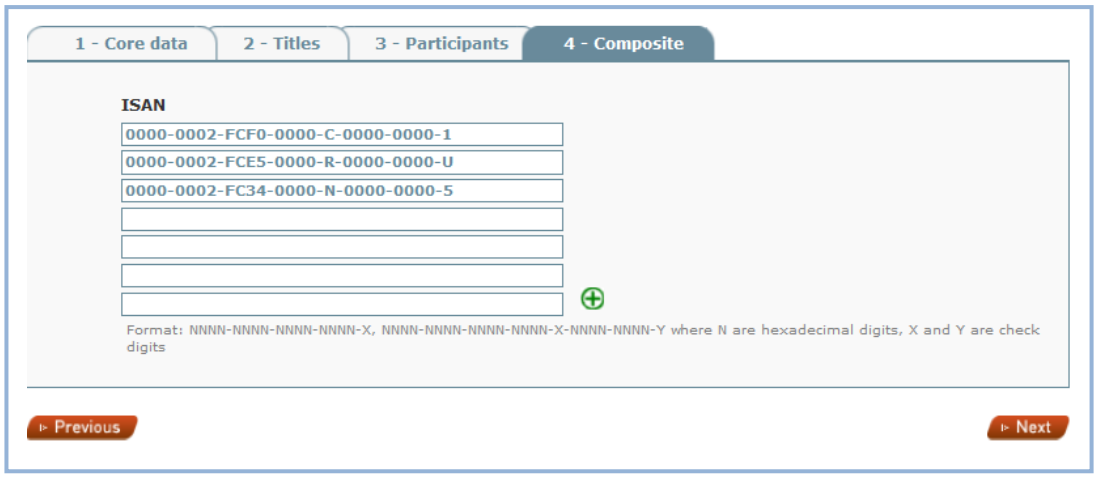


The process is similar to the ISAN creation process. Follow the instructions of **ISAN DEMO: 1 – ISAN CREATION**.

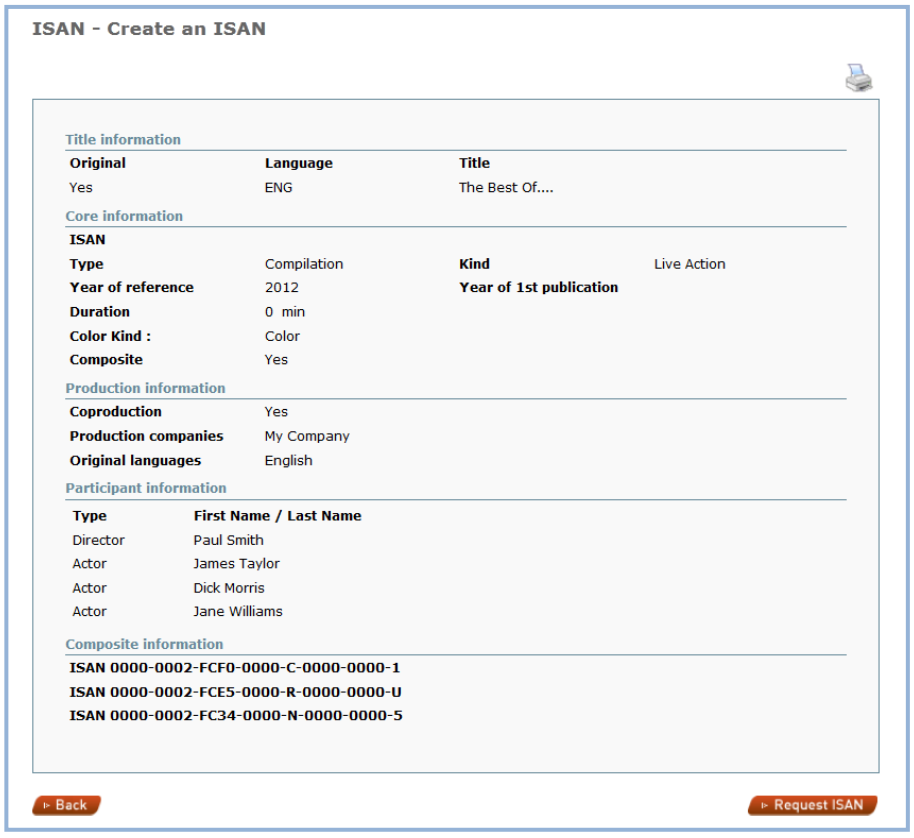
Work type: select "**Compilation**"



On the last page (4 – Composite), enter the ISAN of all works included in the compilation.



Copy and paste in a separate document the ISANs necessary for the compilation because you can't go backward during the process.



In the example, 3 works compose the compilation. If the registration is correct, click on "request ISAN". If the registration is not correct, click on "previous" and make the necessary correction(s).

Use the ISAN of this compilation to create the version for the DVD/Blu-ray. Please refer to **ISAN DEMO: 3 – V-ISAN CREATION**

- **CASE 2:** you need to put in a box set a whole series made of 26 episodes. The box set contains 13 discs of 2 episodes each.

ISAN DEMO : 6 – COMPILATION

Each episode needs an ISAN – Please refer to **ISAN DEMO: 5 – SERIAL WORKS**

- 26 ISANs (= 26 episodes)
- 13 "compilation" ISANs (2 episodes put together)
- 13 V-ISANs (13 versions of the compilations, for the 13 discs)

DESCRIPTION			COMPILATIONS		DVD
SERIAL HEADER (title of the series)		NO ISAN			
EPISODE #	1	ISAN 1	DISC 1	ISAN 27	V-ISAN 1
EPISODE #	2	ISAN 2			
EPISODE #	3	ISAN 3	DISC 2	ISAN 28	V-ISAN 2
EPISODE #	4	ISAN 4			
EPISODE #	5	ISAN 5	DISC 3	ISAN 29	V-ISAN 3
EPISODE #	6	ISAN 6			
EPISODE #	7	ISAN 7	DISC 4	ISAN 30	V-ISAN 4
EPISODE #	8	ISAN 8			
EPISODE #	9	ISAN 9	DISC 5	ISAN 31	V-ISAN 5
EPISODE #	10	ISAN 10			
EPISODE #	11	ISAN 11	DISC 6	ISAN 32	V-ISAN 6
EPISODE #	12	ISAN 12			
EPISODE #	13	ISAN 13	DISC 7	ISAN 33	V-ISAN 7
EPISODE #	14	ISAN 14			
EPISODE #	15	ISAN 15	DISC 8	ISAN 34	V-ISAN 8
EPISODE #	16	ISAN 16			
EPISODE #	17	ISAN 17	DISC 9	ISAN 35	V-ISAN 9
EPISODE #	18	ISAN 18			
EPISODE #	19	ISAN 19	DISC 10	ISAN 36	V-ISAN 10
EPISODE #	20	ISAN 20			
EPISODE #	21	ISAN 21	DISC 11	ISAN 37	V-ISAN 11
EPISODE #	22	ISAN 22			
EPISODE #	23	ISAN 23	DISC 12	ISAN 38	V-ISAN 12
EPISODE #	24	ISAN 24			
EPISODE #	25	ISAN 25	DISC 13	ISAN 39	V-ISAN 13
EPISODE #	26	ISAN 26			

*You may get lots of pending registrations because they are very similar to each other. Resolve the pending ISANs by clicking "is new". – Please refer to **ISAN DEMO: 4 – PENDING RESOLUTION***

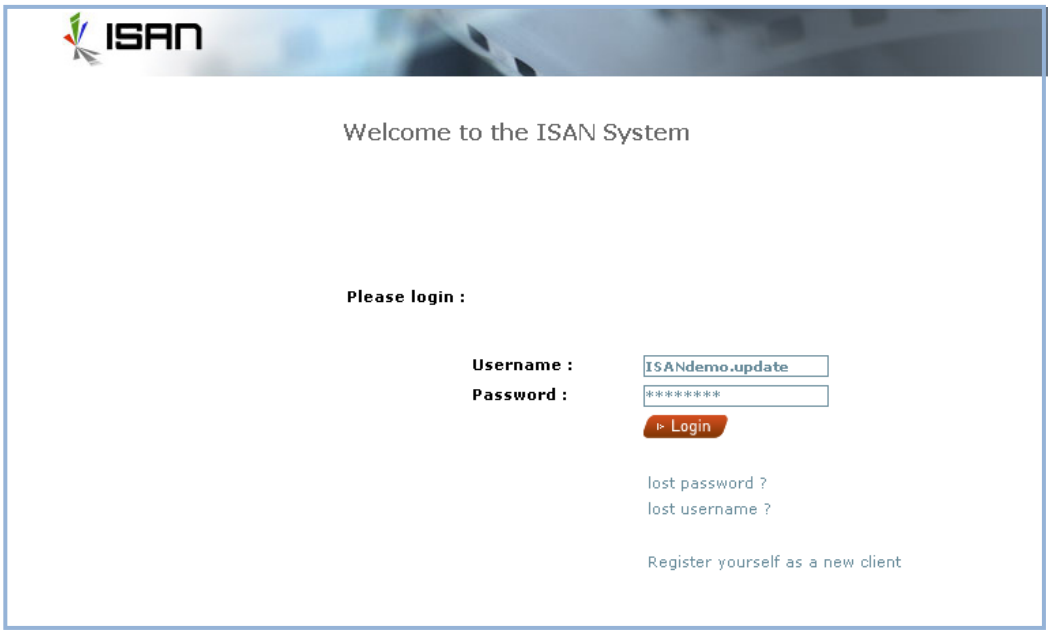
RECOMMENDATION: Register the compilations under the serial header, as episodes, to keep the relationship between the series (with the 26 episodes) and the ISANs obtained for the compilations / the V-ISANs obtained for the discs.

ISAN DEMO : 7 – INACTIVATION

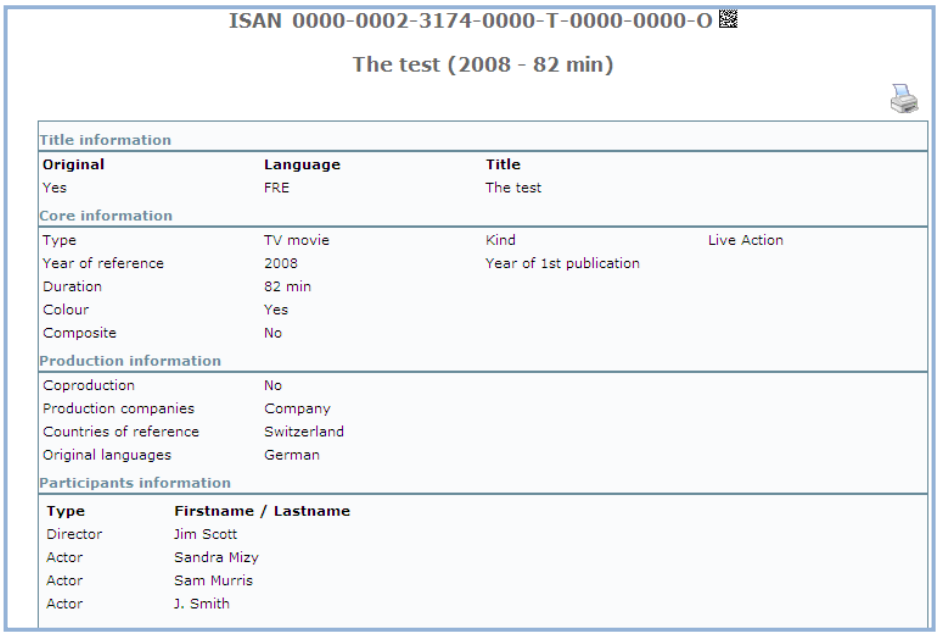
An ISAN can't be deleted from the ISAN database; if an ISAN is created by mistake, it is INACTIVATED and directed towards another ISAN which corresponds to the correct registration. You can still perform a query on an inactive ISAN and you'll get the descriptive information of the ISAN corresponding to the correct registration.

ISAN Registration Agencies (RA) Administrator inactivates ISANs; this is only possible if the ISANs are in the Registration Agency's own catalogue.
Registrants can't inactivate ISANs.
If you are a Registrant, please inform your RA about the ISAN(s) that need(s) to be inactivated and the ISAN(s) that will be replacing the "wrong" ISAN(s).
If you are an RA, please read below.

Use the *xxx.update* user to log onto the system

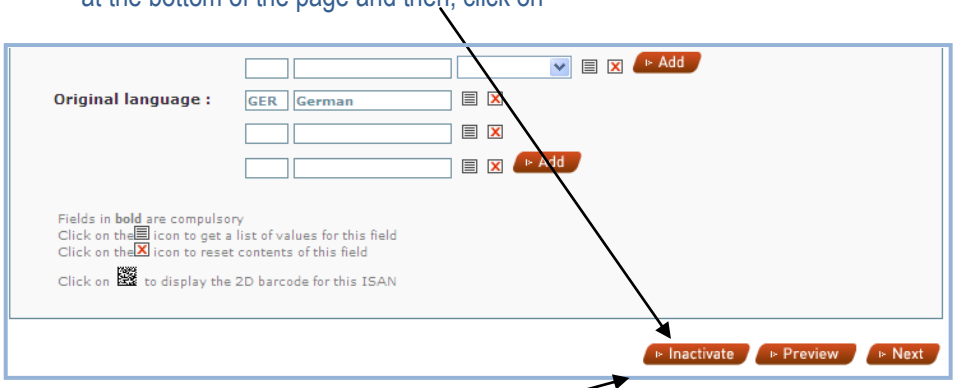


Make a search on the ISAN to be inactivated – please refer to **ISAN DEMO: 2 – ISAN QUERIES & UPDATE**



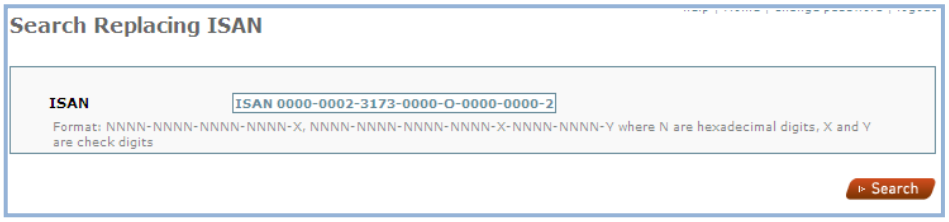
ISAN DEMO : 7 – INACTIVATION

Click on Edit at the bottom of the page and then, click on

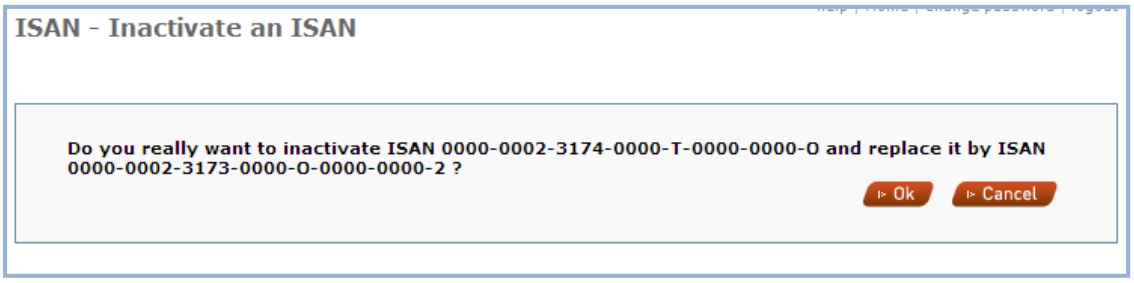

Add
Original language :
GER
German
Add
Fields in bold are compulsory
Click on the icon to get a list of values for this field
Click on the icon to reset contents of this field
Click on to display the 2D barcode for this ISAN
Inactivate
Preview
Next

A Registrant has no access to this button.

Enter the ISAN that will be replacing the inactivated number.


Search Replacing ISAN
ISAN
ISAN 0000-0002-3173-0000-O-0000-0000-2
Format: NNNN-NNNN-NNNN-NNNN-X, NNNN-NNNN-NNNN-NNNN-X-NNNN-NNNN-Y where N are hexadecimal digits, X and Y are check digits
Search

Copy and paste in a separate document the ISAN necessary to replace the inactive ISAN because you can't go backward during the process.


ISAN - Inactivate an ISAN
Do you really want to inactivate ISAN 0000-0002-3174-0000-T-0000-0000-O and replace it by ISAN 0000-0002-3173-0000-O-0000-0000-2 ?
Ok
Cancel

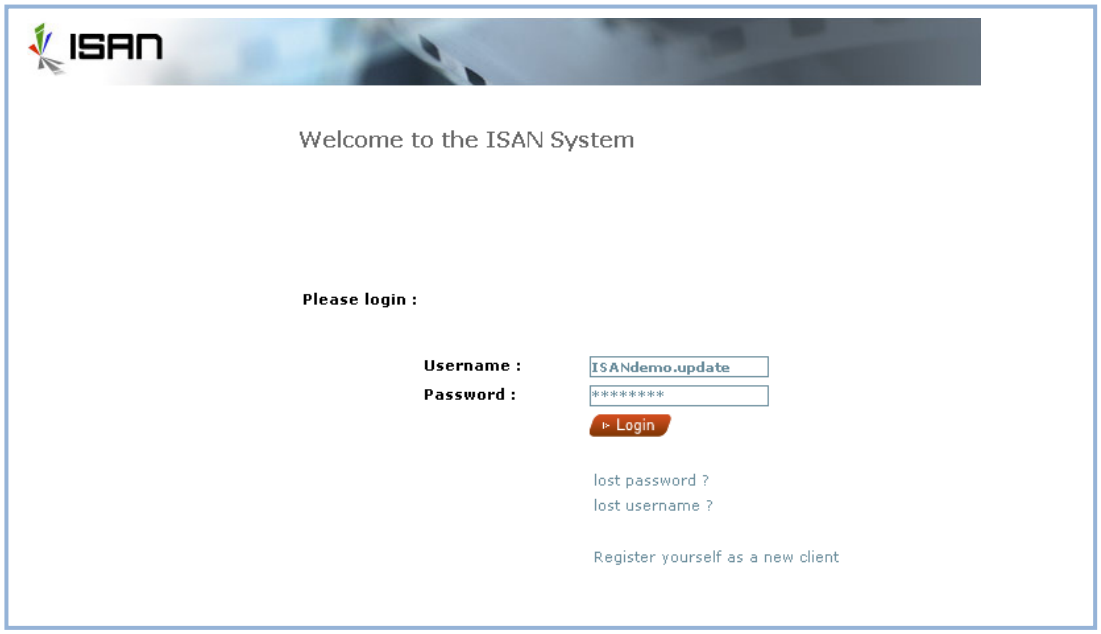
If a version (V-ISAN) is associated to the ISAN to be inactivated, please contact cs@isan.org

RECOMMENDATION: if you have registered by mistake serial works like single works:
Step 1 - redo the registrations of the episodes – please refer to **ISAN DEMO: 5 - SERIAL WORKS**
Step 2 - the first "wrong" single works registrations are inactivated
When you process step 1, you may have pendings – please refer to **ISAN DEMO: 4 – PENDING RESOLUTION**

ISAN DEMO : 8 – InDev ISAN

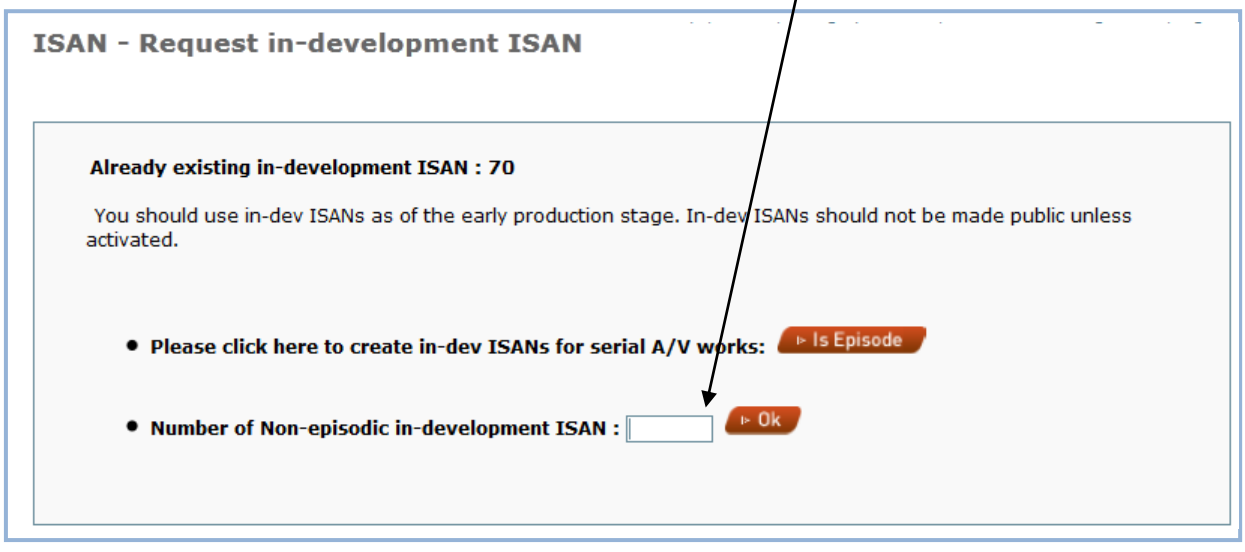
InDev ISAN: is an ISAN allocated to an AV Work in production, therefore not yet finalized, for which Registrant has not yet submitted all necessary ISAN Metadata.

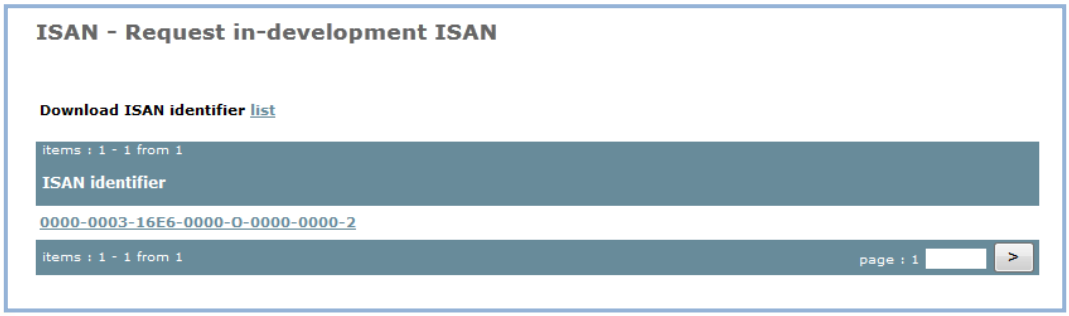
Use the *xxx.update* user to log onto the system



Select in the menu « **Request in-dev ISAN** »

- **Case 1**: you need an In-dev ISAN for one AV content at its early stage of production => enter **1** in the field "number of non episodic in-development ISAN" and click on OK.

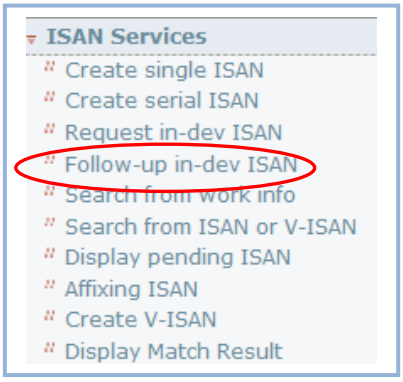

ISAN - Request in-development ISAN
Already existing in-development ISAN : 70
You should use in-dev ISANs as of the early production stage. In-dev ISANs should not be made public unless activated.
Please click here to create in-dev ISANs for serial A/V works:
Is Episode
Number of Non-episodic in-development ISAN :
Ok



At this stage, the number delivered is not active and only visible by the registrant and by your RA Administrator.

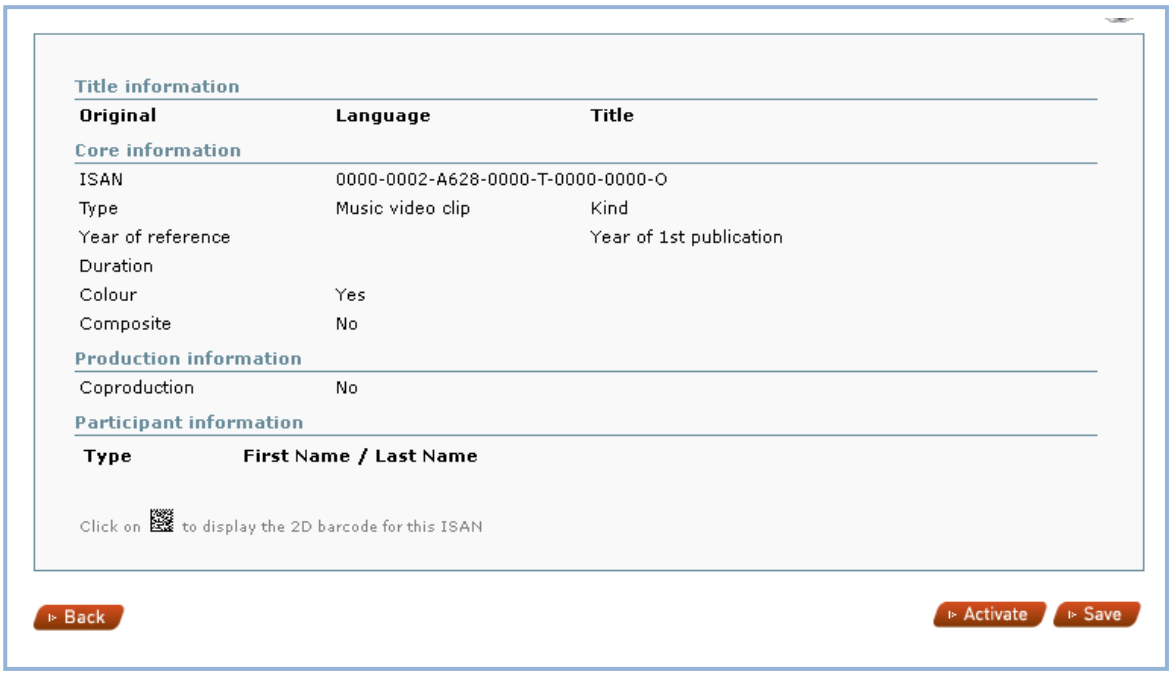
If some of the AV content descriptive information is available, you can already update the in-dev ISAN or do it later on.

Select in the menu "**Follow-up in-dev ISAN**" and click on the in-dev ISAN you have just received.



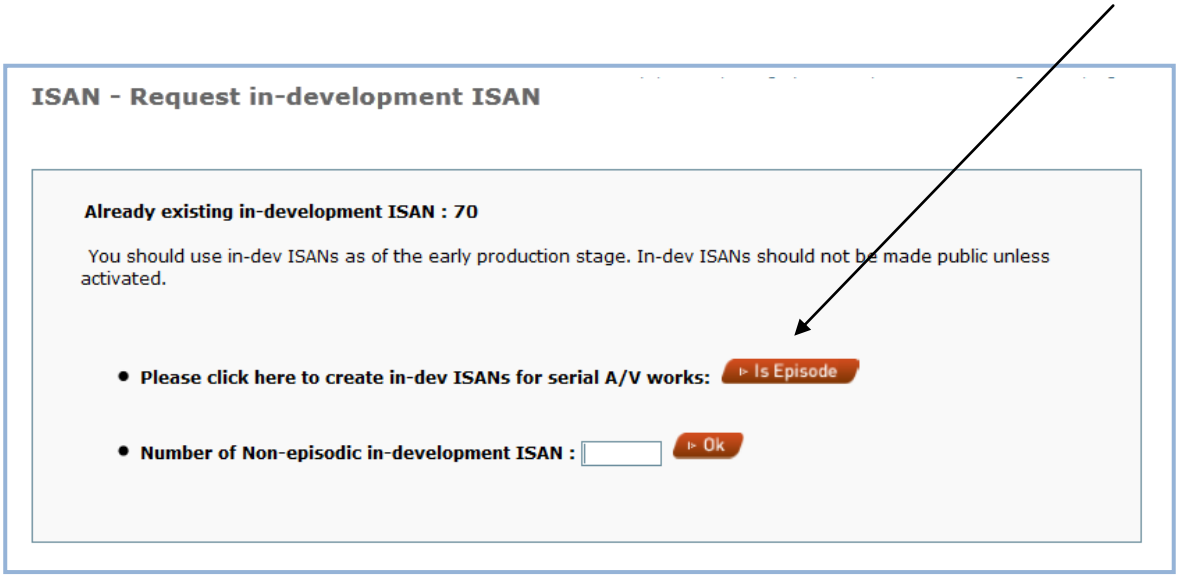
And complete the metadata as for an ISAN creation (refer to **ISAN DEMO: 1 – ISAN CREATION**).

You are allowed to activate the In-dev ISAN into an Active ISAN only if you have completed all the mandatory metadata.



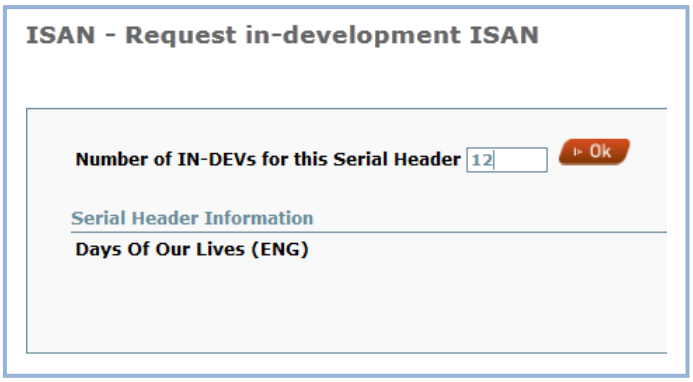
In this above example, the In-dev ISAN can't be activated since some metadata are still missing (no title, no participant, no year of reference, etc.)

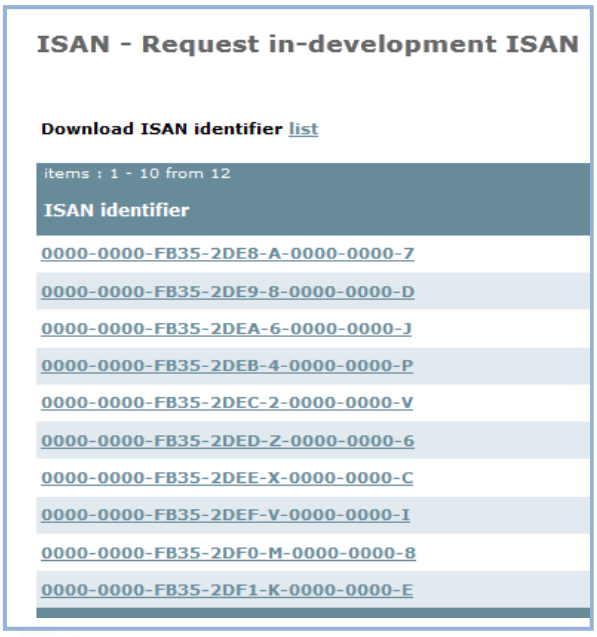
- **Case 2** : you need some In-dev ISANs for a series at its early stage of production => click on “is episodic”


ISAN - Request in-development ISAN
Already existing in-development ISAN : 70
You should use in-dev ISANs as of the early production stage. In-dev ISANs should not be made public unless activated.
Please click here to create in-dev ISANs for serial A/V works:
Is Episode
Number of Non-episodic in-development ISAN :
Ok

Then search or create a Serial Header - Refer to **ISAN DEMO: 5 - SERIAL WORKS**.

Once you have retrieved / created the Serial Header and have selected it, enter the number of In-dev ISANs you need and click on “OK”

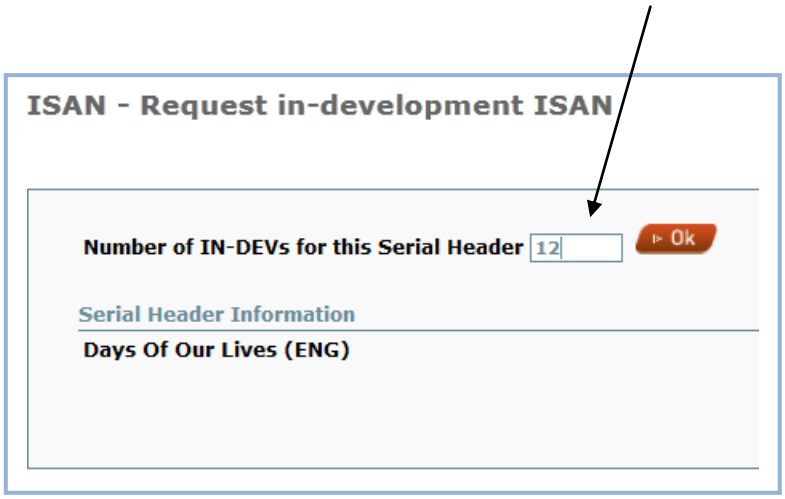

ISAN - Request in-development ISAN
Number of IN-DEVs for this Serial Header 12
Ok
Serial Header Information
Days Of Our Lives (ENG)



At this stage, the numbers delivered are not active and only visible by the registrant and /or the RA Admin.

Then the episodic In-dev ISANs can be updated and activated as explained for a non episodic in-development ISAN.

The number of In-DEVs *for the serial header in the screen below corresponds to the quantity of episodes requiring an ISAN; it does not correspond to the episode number (Episode # 1, episode # 2…, episode #* ***12****)*



RECOMMENDATION: Prior to any registration, perform a search in the database to check whether the title has already got an ISAN or not. Please refer to **ISAN DEMO: 2 – ISAN QUERIES & UPDATE**
Once an In-dev ISAN is activated, no match is performed and potentially a duplicate can easily be registered.

Barcode / ISAN Barcode: the bi-dimensional barcode to which an ISAN and/or V-ISAN could be associated.

The ISAN helps to keep down the cost of production workflow when using bar-coding (as a means of labeling physical support material such as film reels, cassettes, hard drives, etc…) and machine readable identification labels as part of the tracking of support materials throughout the production and postproduction process. ISAN when combined with bar coding offers an opportunity to track works both inside the production companies and critically whenever the works move between third party suppliers and distributors.

For all ISAN that have been allocated, a two dimensional barcode (2D barcode) Data Matrix can be download from the ISAN central database. The barcode is available in different sizes and image format (jpeg, EPS), in color or black and white, with or without ISAN logo.

Registrants may use the ISAN barcode alone, may use the number alone or the entire graphic as displayed.

We encourage using the complete graphic image as it appears below on all contracts, promotional material, film credits, and media labels.

OR

ISAN 0000-0002-6523-0000-Q-0000-0000-X

The ISAN barcode can be downloaded from the ISAN Web Template work by work, or in one single download for the whole catalogue of a registrant.

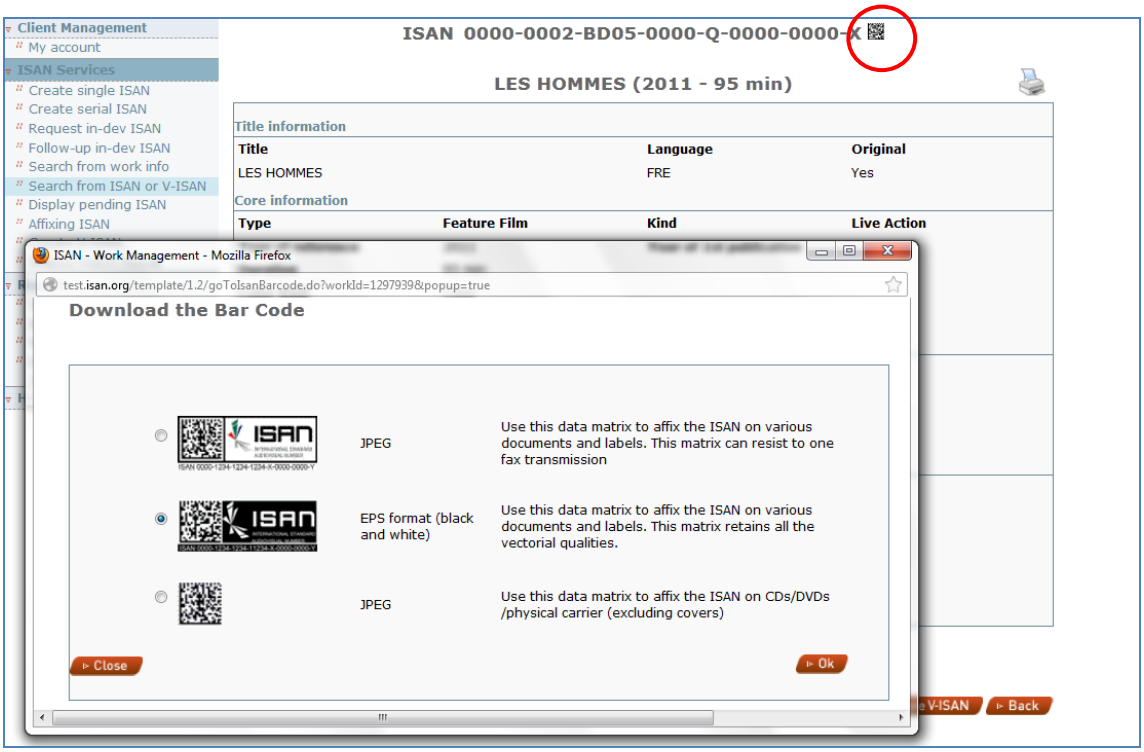
1 - How to download the EPS barcode for a specific work (ISAN / V-ISAN)

1 - Make a search to display the audiovisual work or version form.

2 - Click on to display the 2D barcode for the ISAN/V-ISAN

3 - Select the EPS format

4 – Click "**OK**" to download the barcode image

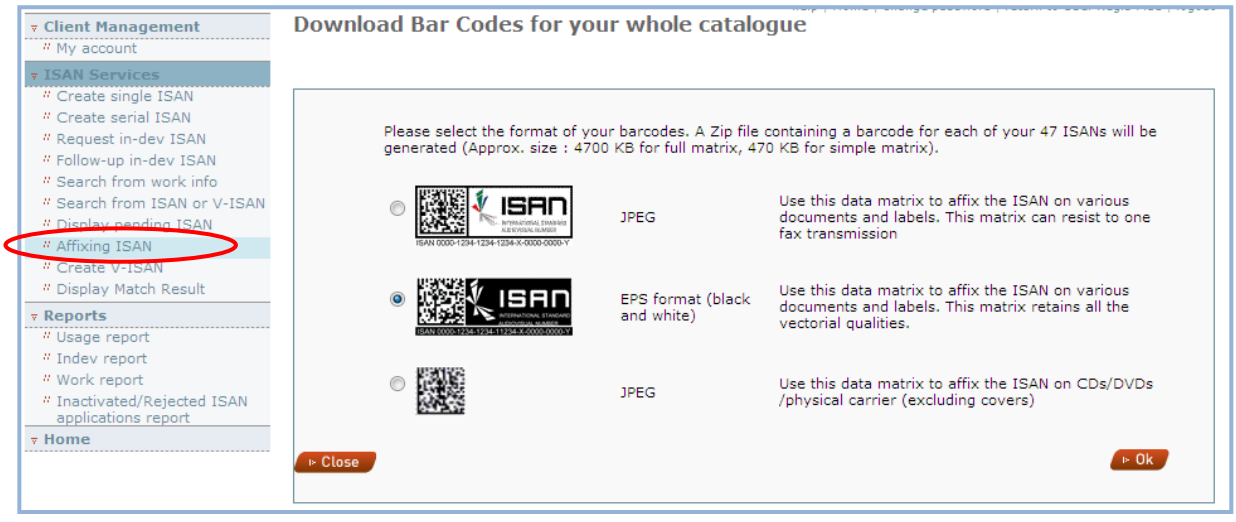


3 - How to download all EPS barcodes for the whole registrant catalogue

1 - Click on "**Affixing ISAN**" in the menu.

2 - Select the EPS format

3 – Click "**OK**" to download a zip archive that contains all barcodes for your ISAN catalogue


Client Management
My account
ISAN Services
Create single ISAN
Create serial ISAN
Request in-dev ISAN
Follow-up in-dev ISAN
Search from work info
Search from ISAN or V-ISAN
Display pending ISAN
Affixing ISAN
Create V-ISAN
Display Match Result
Reports
Usage report
Indev report
Work report
Inactivated/Rejected ISAN applications report
Home
Download Bar Codes for your whole catalogue
Please select the format of your barcodes. A Zip file containing a barcode for each of your 47 ISANs will be generated (Approx. size : 4700 KB for full matrix, 470 KB for simple matrix).
JPEG
Use this data matrix to affix the ISAN on various documents and labels. This matrix can resist to one fax transmission
EPS format (black and white)
Use this data matrix to affix the ISAN on various documents and labels. This matrix retains all the vectorial qualities.
JPEG
Use this data matrix to affix the ISAN on CDs/DVDs /physical carrier (excluding covers)
Close
Ok